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508BUNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

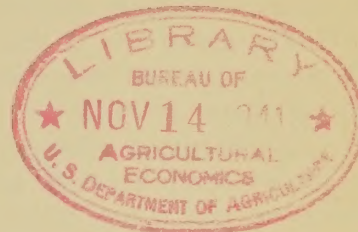
SOUTHERN REGION BULLETIN 505A

INSTRUCTIONS FOR FILLING OUT FORM SR-514, "APPLICATION FOR PAYMENT",
AND FORM SR-521, "MULTIPLE-FARM REPORT"

(For Farms in Area A)

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PART I. GENERAL

A. Completion of Forms SR-514A. Before the work of preparing Forms SR-514, "Application for Payment" (herein referred to as Form 514 or application), is begun, Forms SR-514-A, "Application Work Sheet" (herein referred to as Form 514A), shall be reviewed in accordance with the provisions of SRB-504A to determine that all the necessary data and notations have been made thereon.

All outstanding assignments of 1941 agricultural conservation payments shall be reviewed and where a properly executed Part II of Form ACP-69 is not on file the assignee should be advised that applications for payment are now being prepared and it will therefore be necessary for him to execute Part II or Part III of Form ACP-69 and file same with the county committee. All Forms ACP-69 on file with respect to a farm and all Forms ACP-64 (and Forms ACP-128, if applicable) shall be attached to Form 514A in order that the necessary data may be transferred to Form 514 and the Forms ACP-69, ACP-64, and ACP-128 may be attached to Form 514 for submission to the State office.

B. County committee determinations. In all cases where notations have been made in Section I of Form 514A indicating that a determination by the county committee is necessary, and in all other cases where it is known at the time that a special determination is necessary, Forms 514A and the related data shall be referred to the county committee for its consideration. Where practicable the county committee shall make the required determinations in these cases prior to the time applications for payment are prepared in order that the proper entries and notations may be made on Form 514 and the necessary statements attached at the time the other data for the farm are entered on the application.

Each of the following items shall be considered by the county committee prior to approval of Form 514:

1. Change or reduction in tenants and sharecroppers. Instructions for determining the farms on which there has been a change or reduction in tenants and sharecroppers and for the preparation of Forms ACP-119 are set forth in SRB-504A. County committee instructions for considering Forms ACP-119 for farms on which such a change or reduction has occurred are set forth in detail in SRM-517. The decision of the county committee as to whether or not the change or reduction is justified and the reasons therefor shall be recorded on Form ACP-119 in the space provided or on an attached statement if such space was used for 1940. Where it appears to the county committee that a change or reduction with respect to one or more crops is fully offset by an increased share of the payment to be made to tenants and sharecroppers with respect to other crops on the farm the data for all such crops shall be combined on Form ACP-119 to determine if, as a whole, the change or reduction is justified. If the change or reduction is found to be justified in part, the committee shall include in its decision a statement of the percent of the payment with respect to each crop in question to which the committee finds the landlord (or operator) to be entitled. One member of the county committee shall then affix his signature on Form ACP-119 in the space provided. Where such change or reduction is found to be not justified, the county office shall make a notation substantially as follows on Form 514A and Form 514 in an unused spaces

provided for the name, address and signature of interested persons: "Unjustified change in tenure. (name) is entitled to only percent of the payment with respect to (name of crop)". If the entire change or reduction is found to be not justified the percentage to be entered shall be the lesser of the entry in line 6 or the entry, if any, in line 8 of the applicable column D or F of the Form 119. If only a part of the change or reduction has been found to be not justified the percentage to be entered shall be the applicable percentage set forth in the certification of the county committee on the Form ACP-119.

A typed copy of Form ACP-119, signed for the county committee by one of its members, shall be attached to the Form 514A for submission to the State office with the related Form 514:

- (a) If the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (b) In all other cases where the entry in line 9, column D or F, for the crop in question exceeds the entry in line 6 or the entry, if any, in line 8 in that column by more than 5.

2. Defeating purposes of the program. The county committee must determine whether any producer on the farm has adopted any of the practices described in the applicable State Handbook or any other practice which tends to defeat the purposes of the 1941 Agricultural Conservation Program. If it is found that any producer on the farm has adopted any practice tending to defeat the purposes of the 1941 Agricultural Conservation Program the county committee shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of such statement to Form 514A for submission to the State office with the related Form 514.

3. Erroneous notice of allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a seven-point statement setting forth the following information shall be prepared for the approval of the county committee and the original and one copy of this statement, signed for the county committee by one of its members, shall be attached to Form 514A for submission to the State office with the related Form 514:

- (a) The amount of the erroneous acreage allotment.
- (b) The date the notice of the erroneous acreage allotment was mailed to the producer.

- (c) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was mailed to the producer.
- (d) The amount of the correct acreage allotment.
- (e) The date the notice of the correct acreage allotment was mailed to the producer.
- (f) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was mailed to the producer.
- (g) A statement that the producer in planting (seeding) an acreage of the crop in excess of the correct acreage allotment acted solely upon information contained in the notice of the erroneous acreage allotment.

4. Determining allotment shares. If the notation "No acreage planted to (name of crop)" has been entered in lines 4 and 5, column D, Section 1 of Form 514A, or if it has been found by the county committee that a soil-depleting crop for any producer has been substantially reduced by flood, hail, drought, insects, or plant-bed diseases, the county committee shall determine each producer's share of the allotment for the crop(s) in question. The shares so determined for each producer shall be the acreage of the crop from which, under the terms of his 1941 lease or operating agreement, he would have been entitled to the production or the proceeds thereof, if the entire acreage in the allotment for the crop in question had been planted on the farm in 1941. Before making this determination the county committee shall secure from the farm operator a signed statement setting forth the following:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1941 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1941.

After the determination has been made the statement filed by the operator shall be kept as a permanent record in the county office and Form 514A shall be completed by entering the share of the allotment for each producer opposite his name in the (a) part of lines 6 and succeeding lines,

columns B, C, and D. If planted acreage shares have been entered in such spaces they shall be circled and the allotment shares entered immediately to the right thereof. Where the acreage shares for a crop are determined on the allotment basis due to flood, hail, drought, insects, or plant-bed disease, the applicable notation "flood," "hail," "drought," "insects," or "plant-bed disease" shall be entered in line 1, column B, C, or D of Form 514A, above the name of the crop.

5. Failure to carry out erosion-control measures. If the county committee determines that any producer was negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community, the original and one copy of a statement, signed for the committee by one of its members, setting forth all the facts in the case and the recommendation of the county committee shall be attached to Form 514A for submission to the State office with the related Form 514.

6. Knowingly overplanted cotton allotment. Complete instructions for determining whether producers on a farm are knowingly overplanted with respect to the 1941 cotton acreage allotment are set forth in SRB-510. The county committee must follow closely these instructions in making its determinations and, where required, Form SRS-8 or the "landlord's statement" shall be attached to the Form 514A for transmittal to the State office with the related Form 514. If it is determined that a person knowingly overplanted the cotton acreage allotment the notation "Knowingly overplanted" shall be entered following his name in column A, Section 2 of Form 514A.

7. Evasion of the \$10,000 limitation. The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate or trust, or any other means which was designed to evade or would have the effect of evading the \$10,000 limitation in agricultural conservation payment. If the county committee finds that any such scheme or device has been adopted, it shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 514A for submission to the State office with the related Form 514.

8. Unsound practices on grazing land, forest land, or woodland. The county committee shall determine whether any producer on the farm has adopted any practice on grazing land, forest land, or woodland owned or controlled by him that is contrary to sound conservation practices. If it is found by the county committee that such a practice has been adopted, it shall set forth the facts in the case and the committee's recommendation in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to Form 514A for submission to the State office with the related Form 514.

9. Offsetting performance. The county committee must determine whether any producer on the farm has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth its findings and recommendations in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 514A for submission to the State office with the related Form 514.

10. Misuse of conservation materials or services. In any case where any conservation material or service has been secured by any producer on a farm and the report of performance for that farm does not show an approved soil-building practice carried out to the extent of such material or service furnished, the county committee must determine whether any part or all of such material or service was misused. A report of all the facts brought out by the county committee in its investigation and its determination as to whether or not the material or service in question was misused shall be prepared, and the original and one copy of the statement, signed for the committee by one of its members, shall be attached to the Form 514A for submission to the State office with the related Form 514.

11. Failure to maintain previous practices. Where the county committee finds that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established, for which payments were made under any previous agricultural conservation program, are destroyed, or are not maintained in accordance with good farming practices, or the effectiveness of any soil-building practice carried out under a previous program is destroyed in the 1941 program year contrary to good farming practice, it shall set forth the facts in the case in a statement signed for the committee by one of its members. The statement shall include a showing as to the extent to which any practice was not maintained or its effectiveness was destroyed and the amount to be deducted from the payment to the farm. The amount to be deducted shall be an amount equal to the payment which would be made under the 1941 program for a similar amount of such practices. The statement shall name for each practice which was not maintained or the effectiveness of which was destroyed the person(s) on the farm responsible therefor and the amount of the deduction to be borne by each. The original and one copy of the statement shall be attached to the Form 514A for submission to the State office with the related Form 514. In such cases the word "Yes" shall be entered in line 5, column I of Form 514A.

12. Less than 80% of vegetable allotment planted due to flood or drought. If the acreage planted to commercial vegetables on the farm plus the acreage planted to tomatoes, corn, peas, snap beans, and lima beans for processing is less than 80% of the vegetable allotment, the county committee shall determine whether failure to plant 80% of the allotment was due to flood or drought, and if such is found by the county committee to be the case, the applicable word "flood" or "drought" shall be entered above the heading of column D, Section 2, of Form 514A.

PART II. PREPARATION OF FORM 514

If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county in which he has an interest in any soil-depleting crop grown thereon. Where, because of this requirement, an application is executed for a farm for which no payment will be made because the farm was not covered by a Form SR-301, "Farm Work Sheet," within the prescribed time limit or for any other reason, the words "No Payment" and the reason therefor shall be prominently written across the face of the application. Such an application need not be signed by any interested person but must be otherwise complete and must be signed by the secretary of the county agricultural conservation association (herein referred to as association secretary) and by a member of the county committee on behalf of the committee.

The entries to be made in the county office or by the applicants on Form 514 have been indicated by broken lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank except where a "0" or the word "None" has been entered in the corresponding space of Form 514A or is required in accordance with these instructions.

Any correction in the data on Form 514 shall be made by drawing a line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Such correction should be initialed by the county committeeman whose signature appears in line 26 of the application. If, however, such committeeman is not readily available for the purpose of initialing the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in line 26 below the signature of the first committeeman who signed.

Form 514 shall be prepared in quadruplicate and the entries thereon shall be typed or entered with indelible pencil. Care shall be taken in the preparation of Form 514 to see that the carbon impressions on all copies are legible. Information to be entered on Form 514 shall be obtained from the related Form 514A and the forms and statements attached thereto.

A. Heading. Enter the State and county code, the farm serial number, and the name of the county in spaces provided. For farms in Bastrop, Briscoe, Burleson, Comal, Frio, Hays, Hemphill, Lasalle, Pecos, Presidio, Robertson, San Jacinto, and Wilson Counties, Texas, also enter the administrative area designation following the State and county code. Make no entry in the space provided for the transmittal number.

B. Sugar beets. Enter from line 1, column BC, Section 2 of Form 514A.

C. Basic data.

Lines 1, 2, 3, column A, and lines 1, 2, 3, and 4, columns B, C, and D. Enter from corresponding spaces in Section 2

of Form 514A (including any notations such as "Non," "Permitted acreage," "Flood," "Hail," "Drought," etc.). 1/

- (a) If the acreage of commercial vegetables is less than 80% of the vegetable allotment and an acreage of tomatoes, corn, peas, snap beans, or lima beans was grown for processing and therefore not classified as commercial vegetables, the original and one copy of the statement prepared in accordance with the provisions of the last paragraph on page 5 of SRB-504A and signed for the county committee by one of its members shall be attached to Form 514 for submission to the State office.
- (b) If the acreage of commercial vegetables shown in line 2, column D, plus the acreage of tomatoes, corn, peas, snap beans, and lima beans, mentioned in paragraph (a) above, is less than 80% of the commercial vegetable allotment shown in line 3, column D, and it has been determined by the county committee in accordance with paragraph 12, Section B, Part I hereof, that the total of this acreage is less than 80% of the vegetable allotment due to flood or drought, the applicable word "Flood" or "Drought" shall be entered in line 1, above the heading of column D.
- (c) If the acreage of peanuts shown in line 2, column D, exceeds the peanut allotment by more than the amount by which the cotton allotment exceeds the acreage planted to cotton and the county committee has determined that the provisions of the Peanut Marketing Quota Regulations were violated and that peanuts grown on an acreage in excess of the peanut allotment were marketed for purposes other than crushing for oil, the original and one copy of a statement signed for the county committee by one of its members setting forth the facts in the case and the county committee's recommendations shall be attached to the Form 514 for consideration by the State committee.

1/ For farms in Benton, Carroll, Madison, and Washington Counties, Arkansas, for which "usual" acreages of commercial vegetables are established, enter the word "usual" above the word "vegetables" in line 1, column D, if the acreage planted to vegetables on the farm is in excess of 3 acres.

- (d) If the entry in line 2, column A, exceeds the entry in line 3, column A, and an acreage of castor beans was harvested on the farm the original and one copy of a statement setting forth the number of acres of castor beans harvested and signed for the county committee by one of its members shall be attached to Form 514.
- (e) If a check has been entered in line 2, column C, Section 1 of Form 514A, and it was not necessary to enter in line 1, column A, Section 2, the acreage of land uses designated in 1941 General Letter No. 1 due to the fact that the soil-depleting acreage equaled or exceeded one-half the total soil-depleting allotment, no notation need be made on Form 514 in this connection.
- (f) If a check has been entered in line 2, column C, Section 1 of Form 514A, and it was necessary to enter in line 1, column A, Section 2 of Form 514A, the acreage of land uses designated in 1941 General Letter No. 1 such entry shall also be made in line 1, column A of Form 514.
- (g) If a check has been entered in line 4, column C of Form 514A, the applicable word "Flood" or "Drought" shall be entered above the heading of column A of Form 514, and the original and one copy of a statement signed for the county committee by one of its members setting forth in detail all the circumstances relative to why the farm is considered as having been operated shall be attached to the application for consideration by the State committee. (If less than 50% of the total soil-depleting allotment was devoted to land uses designated in 1941 General Letter No. 1 the farm cannot be classified as being operated unless the failure to devote a sufficient acreage to such land uses was due to a flood or drought that was general over a substantial area of the county.)
- (h) If a check has been entered in line 3, column C, Section 1 of Form 514A, and failure to operate the farm was not due to flood or drought the notation "Not operated" shall be entered above the heading of column A of Form 514.
- (i) If an acreage was planted on the farm in 1941 to a special allotment crop for which a normal yield has not been established, the county committee shall establish a normal yield for the crop in question in accordance with established procedure for determining normal yields in such cases and the yield so determined shall be entered in line 4 of the applicable column B, C, or D of the Forms 514A and 514 for the farm.

D. Soil-building practices.

Lines 3 through 10, columns E and F.^{2/} Enter from lines 2, 3, 4, and 5, columns E, F, and G, Section 2 of Form 514A. If "X" has been entered after a practice number on Form 514A thereby indicating that the practice was carried out with material or seed furnished by the Agricultural Adjustment Administration under the 1941 program an "X" shall also be entered following the practice number on Form 514.

For farms in Texas for which credit is given under practice number 23 (development of springs or seeps by excavation) there must be attached to Form 514 the original and one copy of a statement prepared in accordance with the provisions of the last paragraph on page 14 of SRB-504A.

For farms in Arkansas for which credit is given under practice number 27 (the removal of diseased or uneconomical apple trees which normally produce fruit) there must be attached to the application the original and one copy of a statement prepared in accordance with the first paragraph on page 15 of SRB-504A. Such statement shall also set forth the acreage on which the practice was carried out.

For farms in Texas for which credit is given under practice number 5, both the number of feet and the acreage entered in column E of Form 514A shall be entered in the "extent" column of Form 514 and the acreage figure shall be enclosed in parentheses.

For farms in Texas for which credit is given under practice number 22; and for farms in Oklahoma for which credit is given under practice number 24, both the acreage mowed and the number of acres on which the mowing practice was carried out shall be entered in the extent column and the number of acres on which the mowing practice was carried out shall be enclosed by parentheses. (Example: If a ten-acre pasture was mowed on two occasions the entry "20(10)" shall be made.)

For farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman Counties, Texas, for which the county committee, after prior notification to the farm operator, has designated that certain soil-building practices must be carried out on the farm in 1941, the notation "Practices required" shall be entered above the heading of column E and F of Form 514, and a statement, signed for the county committee by one of its members, setting forth the practice number and the units of each practice required and the total units required shall be attached to the application. If the required practices were not fully carried out the county committee's statement shall also show:

^{2/} For farms in Dallam, Deaf Smith, Hansford, Hartley, Moore, Oldham, and Sherman Counties, Texas, no entry need be made in lines 3 through 9, column F. The total of the soil-building practice units entered in column E shall be entered in line 10, column F.

1. The date on which notice that required practices were being designated for the farm was forwarded to the farm operator, and
2. Whether the payment to be withheld shall be:
 - (a) The entire payment for the farm, or
 - (b) The payment that would have been earned had the required practices been fully carried out.

In cases where no soil-building practice was carried out on the farm in 1941, a zero or the word "None" must be entered in line 10, column F of Form 514.

E. Deduction for failure to maintain practices.

Line 11, column F. If it has been determined by the county committee in accordance with paragraph 11, Section B, Part I of these instructions, that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established under previous agricultural conservation programs are not maintained in accordance with good farming practices or that the effectiveness of a practice has been destroyed, the amount of deduction to be made from the payment to the farm shall be entered in line 11, column F. Where there is an entry in this space the original and one copy of the county committee's statement referred to in paragraph 11, Section B, Part I, of these instructions must be attached to Form 514 for submission to the State office.

F. Soil-building allowance.

Line 1, column GH. (Applicable only to farms in Arkansas.)
Enter from line 4, column I, Section 2 of Form 514A.

Line 2, column GH. Enter from line 2, column I, Section 2 of Form 514A. Where the 1941 cropland is "0" or the 1941 total soil-depleting allotment exceeds the 1941 cropland, the entry in line 2, column H, Form 514A, shall be entered in parentheses to the left of the cropland entry in line 2, column GH.

Lines 5 and 6, column I. Enter from corresponding entries in lines 3 and 4, column I, Section 2 of Form 514A, except that for farms in Arkansas no entry will be made in line 6, column I.

G. Miscellaneous deductions.

Line 12, columns G, H and I. If it has been determined by the county committee that deductions should be made because of (1) failure to prevent wind and water erosion, (2) cropping restoration land, 3/ (3) breaking

3/ Applicable only in Carson, Dallam, Deaf Smith, Gray, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Potter, Randall, Roberts, and Sherman Counties, Texas, and in Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward Counties, Oklahoma.

out native soil, ³⁷ the applicable notation "Wind (or water) erosion," "Breaking out native sod," or "Cropping restoration land" shall be entered in column GH and the number of acres with respect to which the deduction is to apply shall be entered in column I.

H. Names and addresses of interested persons.

Lines 13, 14, 17, 18, 21, 22, column A. Enter from line 6 and succeeding lines, column A, Section 2 of Form 514A.

It is assumed in this connection that the names of the landlord (except one who rents his entire farm for cash, standing rent, or fixed rent), tenants, and sharecroppers entered in line 6 and succeeding lines, column A of Form 514A, are those persons who (1) are entitled, at the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns B, C, or D, thereof; (2) have participated in carrying out one or more approved soil-building practices on the farm in the 1941 program year; or (3) were the owner or cash, standing rent, or fixed rent tenant of the farm on June 30, 1941, and restoration land is designated for the farm in 1941. If the county committee determines, however, that one or more of the persons originally shown on the Form 514A are not, as of the time of harvest, entitled to share in any such crop, and have not participated in carrying out approved soil-building practices on the farm and are not eligible to receive payment with respect to restoration land, the names of such persons shall be stricken through (so as to remain legible) on the Form 514A. Where a person was shown on a 1941 parity application as being interested in the cotton, wheat, or rice acreage, but is not shown on Form 514 as being interested in such crop, the original and one copy of a statement signed for the county committee by one of its members and explaining in detail why such person is not entitled to share in the 1941 agricultural conservation payment must be attached to the application.

As to what is meant by the term "at the time of harvest" in cases of sale, abandonment, or loss of control by legal process, the following interpretation shall be observed:

In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop.

--- If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which

³⁷ Applicable only in Carson, Dallam, Deaf Smith, Gray, Hansford, Hartley, Hutchinson, Lipscomb, Moore, Ochiltree, Potter, Randall, Roberts, and Sherman Counties, Texas, and in Beaver, Cimarron, Ellis, Harper, Roger Mills, Texas, and Woodward Counties, Oklahoma.

justifies the harvest thereof, his successor-in-interest will be entitled to all the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop or proceeds thereof, harvested from the acreage in question.

The name of a landlord (if other than the operator) shall be followed by the notation "(LL)," and the name of an operator shall be followed by the notation "(OP)." Where a tenant-operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If there are more than three interested persons, Form SR-510, "Continuation Sheet for Application for Payment," will be used. Each such continuation sheet must be properly identified by the State and county code and farm serial number and securely attached to the related Form 514.

Where a person who otherwise would have shared in the payment dies or becomes incompetent before Form 514 is executed by him, the name to be entered on Form 514 will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.

(Example: "John H. Doe, executor (or administrator) of the estate of Edward Doe, deceased.")

- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased," or "W. R. Roe, trustee for all the heirs of Richard Roe, deceased.")

- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Edward Doe, incompetent.")

Where two or more persons with the same surname are shown on the application as interested producers, care shall be taken to see that each is actually carrying on farming operations on the farm under a lease or operating agreement.

If the notation "Knowingly overplanted" has been entered on Form 514A following the name of an applicant the same notation shall be made in column A, Form 514.

Where the notation "Unjustified change in tenure. (name) is entitled to only _____ percent of the payment with respect to (name of crop)" has been entered on Form 514A in accordance with paragraph 1, Section B, Part I of these instructions, the same notation shall be entered in an unused space in column A of Form 514.

I. Shares of special and general crops.

Lines 15, 17, and 21, columns B, C, and D. Enter from the (a) part of lines 6 and succeeding lines, columns B, C, and D, Section 2 of Form 514A.

If the acreage shares shown in Section 2 of Form 514A have been circled for one or more crops and revised acreage shares entered above due to the fact that it has been determined by the county committee in accordance with paragraph 4, Section B of Part I hereof, that the acreage of the crop for one or more of the producers was substantially reduced by flood, hail, drought, insects, or plant-bed disease, enter the uncircled figures on Form 514 and enter in line 1 of the respective column, above the name of the crop, the applicable notation "flood," "hail," "drought," "insects", or "plant-bed diseases."

If no acreage was planted to a crop for which an allotment was established the allotment shares determined by the county committee in accordance with paragraph 4 of Section B, Part I hereof, shall be entered from Form 514A.

If the shares on Form 514A are shown in percentages by reason of the fact that the farm is composed of two or more separately owned tracts of land and is covered by a Form ACP-95, "Combination-Farm Share Agreement," enter in line 1 of the respective column above the name of the crop the notation "ACP-95."

If the acreage planted to cotton on the farm is less than 80% of the cotton allotment and the acreage planted to cotton on the farm by one or more producers is not substantially proportionate to the acreage normally planted to cotton on the farm by such producer the cotton payment for the farm may be divided among the persons who are or would be entitled to receive a share of the cotton which was or would have been grown on the farm on the basis of the acreage shares to which such producers would have been entitled

had the entire acreage in the allotment been planted to cotton in 1941, provided that all producers on the farm agree in writing to such division. The agreement of each producer will be signified by his signature on the application for payment, or on a statement attached thereto bearing the acreage share so determined for each producer on the farm. If all interested producers do not agree in writing to a division of the cotton payment on the basis of the acreage shares to which such producers would have been entitled had the entire acreage in the allotment been planted to cotton in 1941, planted acreage shares shall be used.

The provisions of the foregoing paragraph are not applicable to a farm (a) on which there is only one producer unit with respect to cotton in 1941, or (b) unless the percentage share of the acreage planted to cotton on the farm in 1941 by one or more producers is substantially less than such producer's normal percentage share of the acreage normally planted to cotton on the farm. The normal percentage share of the acreage planted to cotton on the farm for a producer who participated in the production of cotton on the farm in 1939 or 1940, or both, shall be the percentage share determined by dividing the acreage planted to cotton on the farm into his share of the planted acreage in the year in which he participated in the production of cotton on the farm or shall be the average of his percentage shares thus obtained if he participated in the production of cotton on the farm during 1939 and 1940. The normal percentage share for a producer who did not participate in the production of cotton on the farm in either 1939 or 1940 shall be the percentage share of his predecessor if it can be definitely determined that he replaced a particular producer who participated in the production of cotton on the farm in one or both such years, or if such determination cannot be made the normal percentage share shall be determined by dividing the cotton acreage allotment for the farm into the acreage of cotton on the farm in 1941 from which such producer would have been entitled to the production under the terms of his lease or operating agreement.

The cotton acreage share so determined for any producer on a farm where less than 80% of the cotton allotment is planted shall in no case be less than his share of the planted acreage in 1941, nor shall the acreage share so determined for any producer be less than the acreage determined by multiplying the allotment by that producer's percentage share of the acreage normally planted to cotton on the farm unless a pro rata adjustment of the acreage shares determined for the producers on the farm in excess of their planted acreage shares is necessary in order that the sum of the acreage shares will not exceed the acreage allotment.

Where the above-stated provisions for dividing the cotton payment are used the operator of the farm shall submit to the county committee his signed statement as to the acreage which each tenant or sharecropper on the farm would under his lease or operating agreement have planted to cotton on the farm in 1941 had the entire acreage in the cotton allotment been planted. A copy of this statement shall be attached to the application. There shall also be attached to the application a statement, signed for the county committee by one of its members, showing for each producer:

- (a) His acreage share of the acreage planted to cotton in 1941;
- (b) His percentage share of the acreage planted to cotton in 1941; and
- (c) His normal percentage share of the acreage normally planted to cotton on the farm,

except that if such statements were submitted with the 1941 cotton parity application for the farm they need not be submitted with Form 514. In the latter case the cotton acreage shares entered on Form 514 must agree with the shares entered on the 1941 cotton parity application for the farm.

J. Share of soil-building payment.

Lines 13, 17, and 21, column E. Enter from line 6(a) and succeeding lines, column E of Form 514A. If the notation "Actual producer on this farm in 1941" has been entered in columns B, C, and D of Form 514A for a tenant or sharecropper, the same notation shall be entered in the corresponding space on Form 514.

K. Share of deduction for failure to maintain practices.

Lines 15, 19, and 23, column E. If an amount has been entered in line 11, column F, enter, from the county committee's statement regarding failure to maintain practices carried out on the farm under previous programs or regarding the destruction of the effectiveness of a previous practice, that amount of the deduction, if any, to be made from the payment to each producer.

L. Multiple-farm indication.

Lines 16, 20, and 24, column B. For each interested person, enter the word "Yes" or "No," whichever is applicable. "Yes" shall be entered in all cases where it appears on the Form 514A and in any other case where it is found that the producer is interested in one or more other farms, ranching units, or turpentine places, in the county or in any other county in the State, or, if the person is other than an individual, partnership, or estate, in one or more farms, ranching units, or turpentine places in any other State. "No" should never be entered in this space until the applicant himself has indicated that he has no other such interest.

If applications and Form SR-521 are mailed to absentee producers for signature, the letter of transmittal shall explain in detail the necessity of advising the county office of other farms or ranches in the county or of other farms, ranches, or turpentine places in other counties or States on which the applicant is carrying on farming operations.

M. Conservation materials and services.

Lines 16, 20, and 24, columns ODE. If "Yes" has been entered in line 6 or a subsequent line, column FGH, Section 2 of Form 514A, indicating

that the producer was furnished conservation materials or services under the 1941 program, enter from Form ACP-64 (and ACP-128, if applicable), "Request for Material as Grant of Aid under the Agricultural Conservation Program," the name, type, and amount of and the rate of deduction for any material or seed furnished to the producer under the 1941 program. If any part of the material or seed has been used in a manner which is not in substantial accord with the purposes for which it was furnished, the rate to be entered shall be twice the established rate. In the latter event, the original and one copy of a statement signed by at least one member of the county committee, prepared in accordance with the instructions outlined in paragraph 11, Section B, Part I of these instructions, shall be attached to the Form 514, and separate entries shall be made for such material or seed as was misused and such as was not misused. The original Form ACP-64 (and ACP-128, if applicable) shall be attached to the Form 514 for submission to the State office.

N. Assignments.

Lines 16, 20, and 24, column FGHI, and column J. If "Yes" has been entered in column I, Form 514A, for the producer, enter from Form ACP-69 the name and the mailing address of the assignee and the amount of the advance secured by the assignment which remains unpaid.

An assignment shall not be recognized unless the assignee has properly executed Part II of Form ACP-69 showing therein that part of the amount advanced which remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office and remaining unpaid at the time the Form 514 is executed shall be honored. The Form ACP-69 shall be attached to the Form 514 for submission to the State Office.

The amount entered in Part II of the Form ACP-69 must not exceed the amount entered in Part I of that form by more than an amount representing interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount entered as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I of the Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid, and extending to a date not later than that on which Part II of the form was executed.

An assignment of a 1941 agricultural conservation payment will not be recognized unless Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association not later than October 31, 1941, or the date on which application for the payment is filed, whichever is the earlier, except that where Part I of Form ACP-69 is executed to secure payment for advances made in connection with carrying out soil-building practices after October 31, 1941, the assignment may be recognized if Part I of Form ACP-69 is executed and filed in the office of

the county agricultural conservation association prior to the close of the 1941 program year or the time when application for the payment is made, whichever is the earlier. In such cases the application for payment must show approved practices carried out by the producer or a statement signed for the county committee by one of its members must be attached explaining why no practice was carried out.

Part II of Form ACP-69 is not acceptable unless executed not more than 60 days prior to the date on which the application for payment is filed in the county office unless the date in Part II is subsequent to November 15, 1941.

If there is no outstanding assignment, the word "None" shall be entered.

PART III FILING FORMS 514

A. Signatures of interested persons. Each applicant should familiarize himself with the provisions of Section 1, since they constitute the representations upon which he is basing his claim for payment.

After all the data have been entered in Section 3 of Form 514, the signature of each applicant should be affixed on the original Form 514 in ink or indelible pencil in the space provided following his name in column A. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations," which is hereby made a part of these instructions. In case a person signs in a representative capacity he shall sign his own name, show for whom he acts and the capacity in which he acts. Traced signatures, carbon impressions, and facsimile signatures on the original Form 514 are not acceptable.

Under no circumstances shall a producer be requested or allowed to sign an application in blank.

In any case where Form 510 is used, the Form 514 and all Forms 510 for the farm must be presented to the applicant for his inspection before he affixes his signature.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 514 by a member of the committee shall constitute the certification of the committee that each person who signs the form in a representative capacity does possess the necessary authority. If the members of the committee do not have personal knowledge that each such person has proper authority, they shall require him to submit evidence of his authority. (See ACP-16 and Forms No. AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution

unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the Form 514 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment and desires to receive payment refuses to sign the Form 514, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 514. If such statement cannot be obtained, there shall be attached to the Form 514 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature of the producer. If for any other reason the signature of any person who otherwise would share in the payment and desires to receive payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 514 in the space where his signature otherwise would have been affixed and such entry shall be initialed by a member of the county committee or by the association secretary.

The mailing address of each applicant shall be verified at the time he signs Form 514 and any necessary corrections made in his address as previously entered on the form.

The signature of a witness is required only where the signature of the producer is affixed by mark, printed, or signed in foreign script. Each such signature must be witnessed by a disinterested person.

B. Date of filing.

Line 26. Enter the date on which the signed application is filed in the county office. This will be the date on which the applicants affix their signatures in those cases where they come to the county office to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed, which in no event may be later than March 31, 1942. Where the application is taken out or mailed out of the county office for signature, the date the signed application is returned to the county office, or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.

C. Closing date for filing original applications. Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1942.

D. Supplemental applications. In cases where a producer fails to sign the original application, payment may be made later to him if, within the time limit for accepting such applications, he submits a properly executed application on a supplemental Form 514. The basic data entered in lines 1 through 13, Section 3 of the supplemental Form 514, must be identical with those on the original application, except that the notation "Supp." shall appear in the upper right corner immediately following the farm serial number. The supplemental Form 514 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.

PART IV. APPROVAL OF FORMS 514

A. Approval by county committee.

Line 28. Each member of the county committee shall carefully study the certifications set forth in Sections 1 and 2 of Forms 514 in order that he may clearly understand the representations of the applicants and the responsibility of the committee in approving applications for payment. If the county committee finds that the data on Form 514 have been correctly entered and that the person(s) making application for payment are eligible under the regulations and instructions to receive payment with respect to the farm covered by the Form 514 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on Form 514 or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

B. Approval by county association secretary.

Line 28. After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

PART V. FORM SR-521, "MULTIPLE-FARM REPORT"

A. Preparation of Form 521. Before any application is submitted to the State office for a producer for whom the word "Yes" is entered in column B, Section 3 of Form 509, or at the time the first such application is submitted, a Form SR-521, "Multiple-Farm Report" (herein referred to as Form 521), shall be executed and submitted to the State office. Failure to comply with this requirement may result in the suspension to the county office of applications for such producer. In cases where the county committee has found that a producer for whom a Form 521 is prepared knowingly overplanted cotton in

1941 on any farm, the notation "Knowingly overplanted" shall be entered on Form 521 following the serial number of such farm.

Form 521 is to be executed in duplicate in accordance with the following instructions:

1. Name of county: Enter the name of the county.

2. Name of State: Enter the name of the State.

3. Name of producer: Enter the name of the producer as it appears on the Forms 514, except that the surname shall be shown first.

4. Address of producer: Enter the full mailing address of the producer as it appears on the Forms 514.

5. Payment applications.

Lines 1 through 15, column A of Section 3. Enter in numerical sequence, from the card index maintained in the county office, the serial numbers of all farms in the county (1) on which the producer shares in any crop produced thereon and on which it has been definitely determined that no deduction will accrue to such producer, or (2) on which he, as landlord or operator, participates only in the carrying out of one or more approved soil-building practices in 1941 and with respect to which he will file an application for payment. For any such farm which is considered as not operated in 1941, enter the words "Not operated" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of Form 521 for a case which actually involves a net deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any turpentine place(s) in the county with respect to which he will file an application for payment under the 1941 Naval Stores Conservation Program, the notation "Turpentine place(s)" shall be entered below the farm serial numbers in column A.

6. Deduction applications.

Lines 1 through 15, column B of Section 3. Enter in numerical sequence the serial numbers of all farms in the county on which the producer shares in any crop produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases, that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction, should be shown in

column B, for examination and computation by the State office.

7. Conservation materials.

Lines 1 through 15. Enter an "X" in the column headed CM following the serial number in column A or B for each farm on which conservation materials or services were furnished to the producer.

8. Other counties or States.

Lines 11 through 15, column C. Enter the name of each other county in the State in which the producer has an interest in any farm, ranching unit, or turpentine place (and the names of every other State, including Alaska, Hawaii, and Puerto Rico - if the producer is other than an individual, partnership, or estate - in which the producer has an interest in any farm, turpentine place, or ranching unit) from which he is entitled to receive a share of the crops grown thereon or the proceeds thereof or with respect to which he will file an application for payment under the 1941 Agricultural Conservation Program, the 1941 Range Conservation Program, or the 1941 Naval Stores Conservation Program.

9. Corrections of Form 521. Any correction in the serial numbers in column A or B or in the column headed CM or in the names of counties or States in column C of Form 521 shall be made by drawing a line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Any such correction shall be initialed by the committeeman whose signature appears at the bottom of Section 3 of Form 521, except that if such committeeman is not readily available to initial the correction the correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature below the signature of the first committeeman who signed.

B. Signature of producer. The attention of the producer should be called specifically to the representations in Section 1 of Form 521, since they become such producer's own statements when he signs the Form 521.

The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on Form 521. Where a producer's signature is made by mark, the signature of the witness shall be affixed in the space provided immediately below.

C. Approval by county committee. The county committee should carefully study the provisions of Sections 1 and 2 of Form 521, in order that it may clearly understand its responsibility in approving the form.

If the county committee finds that the information entered on Form 521 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification that the committee has found that

any person signing the Form 521 in a representative capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

PART VI. COUNTY OFFICE REVIEW

After all necessary data have been entered on the Form 514, the Form 514 together with all related forms and statements shall be carefully checked and reviewed by a competent employee of the county office specially designated for this purpose in order to determine that all necessary entries have been made thereon and are correct and that all the related forms and statements are attached and are in order. If this person finds the application to be correct in every detail, he shall affix his initials in line 25, column A, in the space provided.

PART VII. TRANSMITTAL TO STATE OFFICE

Where practicable, all Forms 514 for a producer, together with Form 521 where applicable, shall be transmitted to the State office at the same time. If it is not practicable to submit all applications in which a producer is interested at the same time, all Forms 514 listed as "possible deduction" applications as well as all Forms 514 for which an "X" has been entered in column headed CM shall be submitted to the State office with corresponding Forms 521 prior to the submission of any payment applications other than those indicating materials or services furnished to the producer or at the time of the submission of the first of such payment applications.

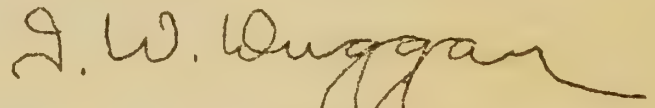
The original and all copies of Forms 514, with inserted carbons intact, shall be submitted to the State office. The county office copy and the producer's copy will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

Forms 514 shall be listed on Form SRS-6, "Transmittal Sheet" (Forms SR-415 shall be used for this purpose until the supply is exhausted), for submission to the State office. The transmittal sheets shall be numbered in numerical sequence beginning with number 1.

The "possible deduction" applications must be complete in every detail except that it is not required that they be signed by any person except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and Forms 521 to the State office, the signatures of all interested persons should be obtained. This will make it unnecessary for the State office to return such applications to the county office for the signatures of the producers in cases where it is found that these applications result in payments rather than deductions.

If it is discovered, after the Form 521 is submitted to the State office, that an error was made in the preparation thereof, a revised Form 521 should be executed and submitted by letter to the State office immediately. Such Form 521 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued September 6, 1941, with the approval of the Administrator.

A handwritten signature in dark ink, appearing to read "I. W. Duggan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

I. W. Duggan,
Director, Southern Division

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SRB-505B

Issued October 7, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 505B

INSTRUCTIONS FOR FILLING OUT FORM SR-509, "APPLICATION FOR PAYMENT
AND FORM SR-521, "MULTIPLE-FARM REPORT"

(For Farms in Louisiana, South Carolina, and Area B in Arkansas)

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PART I. GENERAL

A. Completion of Forms SR-509A. Before the work of preparing Forms SR-509, "Application for Payment" (herein referred to as Form 509 or application), is begun, Forms SR-509-A "Application Work Sheet" (herein referred to as Form 509A), shall be reviewed in accordance with the provisions of SRB-504B to determine that all the necessary data and notations have been made thereon.

All outstanding assignments of 1941 agricultural conservation payments shall be reviewed and, where a properly executed Part II of Form ACP-69 is not on file, the assignee should be advised that applications for payment are now being prepared and it will, therefore, be necessary for him to execute Part II or Part III of Form ACP-69 and file same with the county committee. All Forms ACP-69 on file with respect to a farm and all Forms ACP-64 (and Forms ACP-128, if applicable) shall be attached to Form 509A, in order that the necessary data may be transferred to Form 509 and the Forms ACP-69, ACP-64, and ACP-128 may be attached to Form 509 for submission to the State office.

B. County committee determinations. In all cases where notations have been made in Section 1 of Form 509A, indicating that a determination by the county committee is necessary, and in all other cases where it is known at the time that a special determination is necessary, Forms 509A and the related data shall be referred to the county committee for its consideration. Where practicable the county committee shall make the required determinations in these cases prior to the time applications for payment are prepared in order that the proper entries and notations may be made on Form 509 and the necessary statements attached at the time the other data for the farm are entered on the application.

Each of the following items shall be considered by the county committee prior to approval of Form 509:

1. Change or reduction in tenants and sharecroppers. Instructions for determining the farms on which there has been a change or reduction in tenants and sharecroppers and for the preparation of Forms ACP-119 are set forth in SRB-504B. County committee instructions for considering Forms ACP-119 for farms on which such a change or reduction has occurred are set forth in detail in SRM-517. The decision of the county committee as to whether or not the change or reduction is justified and the reasons therefor shall be recorded on Form ACP-119 in the space provided or on an attached statement if such space was used for 1940. Where it appears to the county committee that a change or reduction with respect to one or more crops is fully offset by an increased share of the payment to be made to tenants and sharecroppers with respect to other crops on the farm the data for all such crops shall be combined on Form ACP-119 to determine if, as a whole, the change or reduction is justified. If the change or reduction is found to be justified in part, the committee shall include in its decision a statement of the percent of the payment with respect to each crop in question to which the committee finds the landlord (or operator) to be entitled. One member of the county committee shall then affix his signature on Form ACP-119 in the space provided. Where such change or reduction is found to be not justified, the county office shall make a notation substantially as follows on Form 509A and Form 509 in an unused space provided for the name, address and signature of interested persons: "Unjustified change in tenure. (name) is entitled to only _____ percent of the payment with respect to (name of crop)". If the entire change or reduction is found to be not justified the percentage to be entered shall be the lesser of the entry in line 6 or the entry, if any, in line 8 of the applicable column D or F of the Form ACP-119. If only a part of the change or reduction has been found to be not justified the percentage to be entered shall be the applicable percentage set forth in the certification of the county committee on the Form ACP-119.

A typed copy of Form ACP-119, signed for the county committee by one of its members, shall be attached to the Form 509A for submission to the State office with the related Form 509:

- (a) If the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (b) In all other cases where the entry in line 9, column D or F, for the crop in question exceeds the entry in line 6 or the entry, if any, in line 8 in that column by more than 5.

2. Defeating purposes of the program. The county committee must determine whether any producer on the farm has adopted any of the practices described in the applicable State Handbook or any other practice which tends to defeat the purposes of the 1941 Agricultural Conservation Program. If it is found that any producer on the farm has adopted any practice tending to defeat the purposes of the 1941 Agricultural Conservation Program the county committee shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of such statement to Form 509A for submission to the State office with the related Form 509.

3. Erroneous notice of allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a seven-point statement setting forth the following information shall be prepared for the approval of the county committee and the original and one copy of this statement, signed for the county committee by one of its members, shall be attached to Form 509A for submission to the State office with the related Form 509:

- (a) The amount of the erroneous acreage allotment.
- (b) The date the notice of the erroneous acreage allotment was mailed to the producer.
- (c) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was mailed to the producer.
- (d) The amount of the correct acreage allotment.
- (e) The date the notice of the correct acreage allotment was mailed to the producer.
- (f) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was mailed to the producer.

- (g) - A statement that the producer in planting (seeding) an acreage of the crop in excess of the correct acreage allotment acted solely upon information contained in the notice of the erroneous acreage allotment.

4. Determining allotment shares. If the notation "No acreage planted to (name of crop)" has been entered in lines 4 and 5, column D, Section 1 of Form 509A, or if it has been found by the county committee that a soil-depleting crop for any producer has been substantially reduced by flood, hail, drought, insects, or plant-bed diseases, the county committee shall determine each producer's share of the allotment for the crop(s) in question. The shares so determined for each producer shall be the acreage of the crop from which, under the terms of his 1941 lease or operating agreement, he would have been entitled to the production or the proceeds thereof, if the entire acreage in the allotment for the crop in question had been planted on the farm in 1941. Before making this determination the county committee shall secure from the farm operator a signed statement setting forth the following:

(a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.

(b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1941 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1941.

After the determination has been made the statement filed by the operator shall be kept as a permanent record in the county office and Form 509A shall be completed by entering the share of the allotment for each producer opposite his name in the (a) part of lines 6 and succeeding lines, columns B, C, and D. If planted acreage shares have been entered in such spaces they shall be circled and the allotment shares entered immediately to the right thereof. Where the acreage shares for a crop are determined on the allotment basis due to flood, hail, drought, insects, or plant-bed disease, the applicable notation "flood," "hail," "drought," "insects," or "plant-bed disease" shall be entered in line 1, column B, C, or D of Form 509A, above the name of the crop.

5. Failure to carry out erosion-control measures. If the county committee determines that any producer was negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community, the original and one copy of a statement, signed for the committee by one of its members, setting forth all the facts in the case and the recommendation of the county committee shall be attached to Form 509A for submission to the State office with the related Form 509.

6. Knowingly overplanted cotton allotment. Complete instructions for determining whether producers on a farm are knowingly overplanted with respect to the 1941 cotton acreage allotment are set forth in SRB-510. The county committee must follow closely these instructions in making its determinations and, where required, Form SRB-8 or the "landlord's statement" shall be attached to the Form 509A for transmittal to the State office with the related Form 509. If it is determined that a person knowingly overplanted the cotton acreage allotment the notation "Knowingly overplanted" shall be entered following his name in column A, Section 2 of Form 509A.

7. Evasion of the \$10,000 limitation. The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate or trust, or any other means which was designed to evade or would have the effect of evading the \$10,000 limitation in agricultural conservation payment. If the county committee finds that any such scheme or device has been adopted, it shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 509A for submission to the State office with the related Form 509.

8. Unsound practices on forest land or woodland. The county committee shall determine whether any producer on the farm has adopted any practice on forest land or woodland (including turpentine timber) owned or controlled by him that is contrary to sound conservation practices. If it is found by the county committee that such a practice has been adopted, it shall set forth the facts in the case and the committee's recommendation in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to Form 509A for submission to the State office with the related Form 509.

9. Offsetting performance. The county committee must determine whether any producer on the farm has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth its findings and recommendations in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 509A for submission to the State office with the related Form 509.

10. Misuse of conservation materials or services. In any case where any conservation material or service has been secured by any producer on a farm and the report of performance for that farm does not show an approved soil-building practice carried out to the extent of such material or service furnished, the county committee must determine whether any part or all of such material or service was misused. A report of all the facts brought out by the county committee in its investigation and its determination as to whether or not the material or service in question was misused shall be prepared, and the original and one copy of the statement, signed for the committee by one of its members, shall be attached to the Form 509A for submission to the State office with the related Form 509.

11. Failure to maintain previous practices. Where the county committee finds that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established, for which payments were made under any previous agricultural conservation program, are destroyed, or are not maintained in accordance with good farming practices, or the effectiveness of any soil-building practice carried out under a previous program is destroyed in the 1941 program year contrary to good farming practice, it shall set forth the facts in the case in a statement signed for the committee by one of its members. The statement shall include a showing as to the extent to which any practice was not maintained or its effectiveness was destroyed and the amount to be deducted from the payment to the farm. The amount to be deducted shall be an amount equal to the payment which would be made under the 1941 program for a similar amount of such practices. The statement shall name for each practice which was not maintained or the effectiveness of which was destroyed the person(s) on the farm responsible therefor and the amount of the deduction to be borne by each. The original and one copy of the statement shall be attached to the Form 509A for submission to the State office with the related Form 509. In such cases the word "yes" shall be entered in line 5, column I of Form 509A.

12. Less than 80% of vegetable allotment planted due to flood or drought. If the acreage planted to crops classified as commercial vegetables on the farm plus the acreage planted to tomatoes, corn, peas, snap beans, and lima beans for processing and therefore not classified as commercial vegetables, is less than 80% of the vegetable allotment, the county committee shall determine whether failure to plant 80% of the allotment was due to flood or drought, and if such is found by the county committee to be the case, the applicable word "flood" or "drought" shall be entered above the heading of the applicable column C or D, Section 2, of Form 509A.

PART II. PREPARATION OF FORM 509

If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county in which he has an interest in any soil-depleting crop grown thereon. Where, because of this requirement, an application is executed for a farm for which it is known at the time that no payment will be made because the farm was not covered by a Form SR-301, "Farm Work Sheet," within the prescribed time limit or for any other reason, the words "No Payment" and the reason therefor shall be prominently written across the face of the application. Such an application need not be signed by any interested person but must be otherwise complete and must be signed by the secretary of the county agricultural conservation association (herein referred to as association secretary) and by a member of the county committee on behalf of the committee.

The entries to be made in the county office or by the applicants on Form 509 have been indicated by broken lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank except where a "0" or the word "None" has been entered in the corresponding space of Form 509A or is required in accordance with these instructions.

Any correction in the data on Form 509 shall be made by drawing a line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Such correction should be initialed by the county committeeman whose signature appears in line 27 of the application. If, however, such committeeman is not readily available for the purpose of initialing the correction, such correction shall be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his Signature in line 27 below the signature of the first committeeman who signed.

Form 509 shall be prepared in quadruplicate and the entries thereon shall be typed or entered with indelible pencil. Care shall be taken in the preparation of Form 509 to see that the carbon impressions on all copies are legible. Information to be entered on Form 509 shall be obtained from the related Form 509A and the forms and statements attached thereto.

A. Heading. Enter the State and county code, the farm serial number, and the name of the county in spaces provided. Make no entry in the space provided for the transmittal number.

B. Sugarcane for sugar. Enter from line 1, column H, Section 2 of Form 509A.

C. Basic data.

Lines 1, 2, 3, column A, and lines 1, 2, 3, and 4, columns

B, C, and D. Enter from corresponding spaces in Section 2 of Form 509A (including any notations such as "Usual," "Permitted acreage," "Flood," "Hail," "Drought," etc.). 1/.

- (a) If the acreage of commercial vegetables is less than 80% of the vegetable allotment and an acreage of tomatoes, corn, peas, snap beans, or lima beans was grown for processing and therefore not classified as commercial vegetables, the original and one copy of the statement prepared in accordance with the provisions of item (d), paragraph 2, Section A, on page 5 of SRB-504B and signed for the county committee by one of its members shall be attached to Form 509 for submission to the State office.
- (b) If the acreage of commercial vegetables shown in line 2, column C or D, plus the acreage of tomatoes, corn, peas, snap beans, and lima beans, mentioned in paragraph (a) above, is less than 80% of the commercial

1/ No entry shall be made in lines 2 and 3, column A, except for farms in parishes in Louisiana for which total soil-depleting acreage allotments are established in 1941.

vegetable allotment shown in line 3, column C or D, and it has been determined by the county committee in accordance with paragraph 12, Section B, Part I hereof, that the total of this acreage is less than 80% of the vegetable allotment due to flood or drought, the applicable word "Flood" or "Drought" shall be entered in line 1 above the heading of the applicable column C or D.

- (c) If the acreage of peanuts shown in line 2, column C or D, exceeds the peanut allotment by more than the amount by which the cotton allotment exceeds the acreage planted to cotton and the county committee has determined that the provisions of the Peanut Marketing Quota Regulations were violated and that peanuts grown on an acreage in excess of the peanut allotment were marketed for purposes other than crushing for oil, the original and one copy of a statement signed for the county committee by one of its members setting forth the facts in the case and the county committee's recommendations shall be attached to the Form 509 for consideration by the State committee.
- (d) For non-wheat allotment farms in Arkansas and South Carolina on which the acreage of wheat is not in excess of the wheat allotment established for the farm, the entry with respect to wheat in the applicable column C or D shall be the wheat allotment and the word "Usual" shall not be entered in the heading of that column.
- (e) If the word "Usual" is entered above the word "Wheat" in line 1, column C or D, and the entry in line 2 exceeds the entry in line 3 of that column, there shall be attached to the Form 509 the original and one copy of a statement signed for the county committee by one of its members, setting forth whether any wheat was sold from the farm and if not, the number of farm families on the farm.
- (f) If a check has been entered in line 2, column C, Section 1 of Form 509A, and it was not necessary to enter in line 1, column A, Section 2, the acreage of land uses designated in 1941 General Letter No. 1 due to the fact that the acreage of special crops equaled or exceeded one-half the sum of the special crop allotments, no notation need be made on Form 509 in this connection.
- (g) If a check has not been entered in line 2, column C, Section 1 of Form 509A, the acreage of land uses designated in 1941 General Letter No. 1 shall be entered in line 1, column A of Form 509, from line 1, column A, Section 2 of Form 509A.

- (h) If a check has been entered in line 5, column C of Form 509A, the applicable word "Flood" or "Drought" shall be entered above the heading of column A of Form 509, and the original and one copy of a statement signed for the county committee by one of its members setting forth in detail all the circumstances relative to why the farm is considered as having been operated shall be attached to the application for consideration by the State committee. (If less than 50% of the sum of the special crop allotments was devoted to special crops and less than 1/3 of the cropland was devoted to the land uses designated in 1941 General Letter No. 1 the farm cannot be classified as being operated unless the failure to devote a sufficient acreage to such crops or land uses was due to a flood or drought that was general over a substantial area of the county.)
- (i) If a check has been entered in line 3, column C, Section 1 of Form 509A, and failure to operate the farm was not due to flood or drought the notation "Not operated" shall be entered above the heading of column A of Form 509.
- (j) If an acreage was planted on the farm in 1941 to a special allotment crop for which a normal yield has not been established, the county committee shall establish a normal yield for the crop in question in accordance with established procedure for determining normal yields in such cases and the yield so determined shall be entered in line 4 of the applicable column B, C, or D of the Forms 509A and 509 for the farm.

D. Soil-building practices.

Lines 3 through 10, column E and F, and line 10, column F.
Enter from lines 2, 3, 4, and 5, columns E, F, and G, Section 2 of Form 509A. If "X" has been entered after a practice number on Form 509A, thereby indicating that the practice was carried out with material or seed furnished by the Agricultural Adjustment Administration under the 1941 program, an "X" shall also be entered following the practice number on Form 509.

For farms in Arkansas for which credit is given under practice number 27 (the removal of diseased or uneconomical apple trees which normally produce fruit) there must be attached to the application the original and one copy of a statement signed for the county committee by one of its members, setting forth the acreage on which the practice was carried out, the number of trees 5 to 12 inches in diameter removed and the number in excess of 12 inches in diameter removed.

In cases where no soil-building practice was carried out on the farm in 1941, a zero or the word "None" must be entered in line 10, column F of Form 509.

E. Erosion resisting acreage.

Line 12, column F. Enter from line 5, column B, Section 2 of Form 509A.

F. Deduction for failure to maintain practices.

Line 13, column I. If it has been determined by the county committee in accordance with paragraph 11, Section B, Part I of these instructions, that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established under previous agricultural conservation programs are not maintained in accordance with good farming practices or that the effectiveness of a practice has been destroyed, the amount of deduction to be made from the payment to the farm shall be entered in line 13, column I. Where there is an entry in this space the original and one copy of the county committee's statement referred to in paragraph 11, Section B, Part I, of these instructions must be attached to Form 509 for submission to the State office.

G. Soil-building allowance.

Lines 2, 3, and 4, column I. Enter from line 2, 3, and 4, column I, Section 2 of Form 509A. Where the 1941 cropland is "0" or the sum of the special crop allotments (or the total depleting allotment if established) exceeds the 1941 cropland, the entry in line 2, column H, Form 509A, shall be entered in parentheses to the left of the cropland entry in line 2, column I.

H. Names and addresses of interested persons.

Lines 14, 15, 18, 19, 22, 23, column A. Enter from line 6 and succeeding lines, column A, Section 2 of Form 509A.

It is assumed in this connection that the landlord (except one who rents his entire farm for cash, standing rent, or fixed rent), tenants, and sharecroppers whose names are entered in line 6 and succeeding lines, column A of Form 509A, are those persons who (1) are entitled, as of the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns B, C, or D, thereof or (2) have participated in carrying out one or more approved soil-building practices on the farm in the 1941 program year. If the county committee determines, however, that one or more of the persons originally shown on the Form 509A are not, as of the time of harvest, entitled to share in any such crop, and have not participated in carrying out approved soil-building practices on the farm, the names of such persons shall be stricken through (so as to remain legible) on the Form 509A. Where a person was shown on a 1941 parity application as being interested in the cotton, wheat, rice, or flue-cured tobacco acreage, but is not shown on Form 509 as being interested in such crop, the original and one copy of a statement signed for the county committee by one of its members and explaining in detail why such person is not entitled to share in the 1941 agricultural conservation payment must be attached to the application.

As to what is meant by the term "as of the time of harvest" in cases of sale, abandonment, or loss of control by legal process, the following interpretation shall be observed:

In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop.

If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place, after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop or proceeds thereof, harvested from the acreage in question.

The name of a landlord (if other than the operator) shall be followed by the notation "(LL)," and the name of an operator shall be followed by the notation "(OF)." Where a tenant-operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If there are more than three interested persons, Form SR-510, "Continuation Sheet for Application for Payment," will be used. Each such continuation sheet must be properly identified by the State and county code and farm serial number and securely attached to the related Form 509.

Where a person who otherwise would have shared in the payment dies or becomes incompetent before Form 509 is executed by him, the name to be entered on Form 509 will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.

(Example: "John H. Doe, executor (or administrator) of the estate of Edward Doe, deceased.")

- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased," or "W. R. Roe, trustee for all the heirs of Richard Roe, deceased," or if there is only one heir "John T. Doe, sole heir of J. K. Doe, deceased.")
- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered. (Example: "John H. Doe, guardian (or committee) of the estate of Edward Doe, incompetent.")

Where two or more persons with the same surname are shown on the application as interested producers, care shall be taken to see that each is actually carrying on farming operations on the farm under a lease or operating agreement.

If the notation "Knowingly overplanted" has been entered on Form 509A following the name of an applicant the same notation shall be made in column A, Form 509.

Where the notation "Unjustified change in tenure. (name) is entitled to only percent of the payment with respect to (name of crop)" has been entered on Form 509A in accordance with paragraph 1, Section B, Part I of these instructions, the same notation shall be entered in an unused space in column A of Form 509.

I. Shares of special crops.

Lines 14, 18, and 22, columns B, C, and D. Enter from the (a) part of lines 6 and succeeding lines, columns B, C, and D, Section 2 of Form 509A.

If the acreage shares shown in Section 2 of Form 509A have been circled for one or more crops and revised acreage shares entered above due to the fact that it has been determined by the county committee in accordance with paragraph 4, Section B of Part I hereof, that the acreage of the crop for one or more of the producers was substantially reduced by flood, hail, drought, insects, or plant-bed disease, enter the uncircled figures on Form 509 and enter in line 1 of the respective column, above the name of the crop, the applicable notation "flood," "hail," "drought," "insects," or "plant-bed diseases."

If no acreage was planted to a crop for which an allotment was established the allotment shares determined by the county committee in accordance with paragraph 4 of Section B, Part I hereof, shall be entered from Form 509A.

If the acreage planted to cotton on the farm is less than 80% of the cotton allotment and the acreage planted to cotton on the farm by one or more producers is not substantially proportionate to the acreage normally planted to cotton on the farm by such producer, the cotton payment for the farm may be divided among the persons who are or would be entitled to receive a share of the cotton which was or would have been grown on the farm on the basis of the acreage shares to which such producers would have been entitled had the entire acreage in the allotment been planted to cotton in 1941, provided that all producers on the farm agree in writing to such division. The agreement of each producer will be signified by his signature on the application for payment, or on a statement attached thereto bearing the acreage share so determined for each producer on the farm. If all interested producers do not agree in writing to a division of the cotton payment on the basis of the acreage shares to which such producers would have been entitled had the entire acreage in the allotment been planted to cotton in 1941, planted acreage shares shall be used.

The provisions of the foregoing paragraph are not applicable to a farm (a) on which there is only one producer unit with respect to cotton in 1941, or (b) unless the percentage share of the acreage planted to cotton on the farm in 1941 by one or more producers is substantially less than such producer's normal percentage share of the acreage normally planted to cotton on the farm. The normal percentage share of the acreage planted to cotton on the farm for a producer who participated in the production of cotton on the farm in 1939 or 1940, or both, shall be the percentage share determined by dividing the acreage planted to cotton on the farm into his share of the planted acreage in the year in which he participated in the production of cotton on the farm or shall be the average of his percentage shares thus obtained if he participated in the production of cotton on the farm during 1939 and 1940. The normal percentage share for a producer who did not participate in the production of cotton on the farm in either 1939 or 1940 shall be the percentage share of his predecessor if it can be definitely determined that he replaced a particular producer who participated in the production of cotton on the farm in one or both such years, or if such determination cannot be made the normal percentage share shall be determined by dividing the cotton acreage allotment for the farm into the acreage of cotton on the farm in 1941 from which such producer would have been entitled to the production under the terms of his lease or operating agreement.

The cotton acreage share so determined for any producer on a farm where less than 80% of the cotton allotment is planted shall in no case be less than his share of the planted acreage in 1941, nor shall the acreage share so determined for any producer be less than the acreage determined by multiplying the allotment by that producer's percentage share of the acreage normally planted to cotton on the farm, unless a pro rata adjustment of the acreage shares determined for the producers on the farm in excess of their planted acreage shares is necessary in order that the sum of the acreage shares will not exceed the acreage allotment.

Where the above-stated provisions for dividing the cotton payment are used the operator of the farm shall submit to the county committee his signed statement as to the acreage which each tenant or sharecropper on the farm would, under his lease or operating agreement, have planted to cotton on the farm in 1941 had the entire acreage in the cotton allotment been planted. A copy of this statement shall be attached to the application. There shall also be attached to the application a statement, signed for the county committee by one of its members, showing for each producer:

- (a) His acreage share of the acreage planted to cotton in 1941;
- (b) His percentage share of the acreage planted to cotton in each of the years 1939, 1940 and 1941; and
- (c) His normal percentage share of the acreage normally planted to cotton on the farm,

except that if such statements were submitted with the 1941 cotton parity application for the farm they need not be submitted with Form 509. In the latter case the cotton acreage shares entered on Form 509 must agree with the shares entered on the 1941 cotton parity application for the farm.

J. Share of soil-building payment.

Lines 14, 18, and 22, column E. Enter from line 6(a) and succeeding lines, column E of Form 509A. If the notation "Actual producer on this farm in 1941" has been entered in columns B, C, and D of Form 509A for a tenant or sharecropper, the same notation shall be entered in the corresponding space on Form 509.

K. Share of deduction for failure to maintain practices.

Lines 16, 20, and 24, column E. If an amount has been entered in line 13, column I, enter, from the county committee's statement regarding failure to maintain practices carried out on the farm under previous programs or regarding the destruction of the effectiveness of a previous practice, that amount of the deduction, if any, to be made from the payment to each producer.

L. Multiple-farm indication.

Lines 17, 21, and 25, column B. For each interested person, enter the word "yes" or "No," whichever is applicable. "Yes" shall be entered in all cases where it appears on the Form 509A and in any other case where it is found that the producer is interested in one or more other farms, or turpentine places, in the county or in any other county in the State, or, if the person is other than an individual, partnership, or estate, in one or more farms, ranching units, or turpentine places in any other State. "No" should never be entered in this space until the applicant himself has indicated that he has no other such interest.

If applications and Form SR-521 are mailed to absentee producers for signature, the letter of transmittal shall explain in detail the necessity of advising the county office of other farms or turpentine places in the county or of other farms, ranches, or turpentine places in other counties or States on which the applicant is carrying on farming operations.

M. Conservation materials and services.

Lines 17, 21, and 24, columns CDE. If "Yes" has been entered in line 6 or a subsequent line, column FGH, Section 2 of Form 509A, indicating that the producer was furnished conservation materials or services under the 1941 program, enter from Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program," (and ACP-128, if applicable) the name, type, and amount of and the rate of deduction for any material or service furnished to the producer under the 1941 program. If any part of the material or service has been used in a manner which is not in substantial accord with the purposes for which it was furnished, the rate to be entered shall be twice the established rate. In the latter event, the original and one copy of a statement signed by at least one member of the county committee, prepared in accordance with the instructions outlined in paragraph 10, Section B, Part I of these instructions, shall be attached to the Form 509, and separate entries shall be made for such material or service as was misused and such as was not misused. The original Form ACP-64 (and ACP-128, if applicable) shall be attached to the Form 509 for submission to the State office.

N. Assignments.

Lines 17, 21, and 25, column FGHI, and column J. If "Yes" has been entered in column I, Section 2, Form 509A, for the producer, enter from Form ACP-69 the name and the mailing address of the assignee and the amount of the advance secured by the assignment which remains unpaid.

An assignment shall not be recognized unless the assignee has properly executed Part II of Form ACP-69 showing therein that part of the amount advanced which remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office and remaining unpaid at the time the Form 509 is executed shall be honored. The Form ACP-69 shall be attached to the Form 509 for submission to the State office.

The amount entered in Part II of the Form ACP-69 must not exceed the amount entered in Part I of that form by more than an amount representing interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount entered as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I of the Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid, and extending to a date not later than that on which Part II of the form was executed.

An assignment of a 1941 agricultural conservation payment will not be recognized unless Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association not later than October 31, 1941, or the date on which application for the payment is filed, whichever is the earlier, except that where Part I of Form ACP-69 is executed to secure payment for advances made in connection with carrying out soil-building practices after October 31, 1941, the assignment may be recognized if Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association prior to the close of the 1941 program year or the time when application for the payment is made, whichever is the earlier. In such cases the application for payment must show approved practices carried out by the producer or a statement signed for the county committee by one of its members must be attached explaining why no practice was carried out.

Part II of Form ACP-69 is not acceptable unless executed not more than 60 days prior to the date on which the application for payment is filed in the county office unless the date in Part II is subsequent to November 15, 1941.

If there is no outstanding assignment, the word "None" shall be entered.

PART III. FILING FORMS 509

A. Signatures of interested persons. Each applicant should familiarize himself with the provisions of Section 1, since they constitute the representations upon which he is basing his claim for payment.

After all the data have been entered in Section 3 of Form 509, the signature of each applicant should be affixed on the original Form 509 in ink or indelible pencil in the space provided following his name in column A. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations," which is hereby made a part of these instructions. In case a person signs in a representative capacity he shall sign his own name, show for whom he acts and the capacity in which he acts. Traced signatures, carbon impressions, and facsimile signatures on the original Form 509 are not acceptable.

Under no circumstances shall a producer be requested or allowed to sign an application in blank.

In any case where Form 510 is used, the Form 509 and all Forms 510 for the farm must be presented to the applicant for his inspection before he affixes his signature.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 509 by a member of the committee shall constitute the certification of the committee that each person who signs the form in a representative capacity does possess the necessary authority. If the members of the committee do not have personal

knowledge that each such person has proper authority, they shall require him to submit evidence of his authority. (See ACP-16 and Forms No. AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the Form 509 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment and desires to receive payment but refuses to sign the Form 509, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 509. If such statement cannot be obtained, there shall be attached to the Form 509 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature of the producer. If for any other reason the signature of any person who otherwise would share in the payment and desires to receive payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 509 in the space where his signature otherwise would have been affixed.

The mailing address of each applicant shall be verified at the time he signs Form 509 and any necessary corrections made in his address as previously entered on the form.

The signature of a witness is required only where the signature of the producer is affixed by mark, printed, or signed in foreign script. Each such signature must be witnessed by a disinterested person.

B. Date of filing.

Line 27. Enter the date on which the signed application is filed in the county office. This will be the date on which the applicants affix their signatures in those cases where they come to the county office to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed, which in no event may be later than March 31, 1942. Where the application is taken out or mailed out of the county office for signature, the date the signed application is returned to the county office, or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.

C. Closing date for filing original applications. Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1942.

D. Supplemental applications. In cases where a producer fails to sign the original application, payment may be made later to him if, within the time limit for accepting such applications, he submits a properly executed application on a supplemental Form 509. The basic data entered in lines 1 through 13, Section 3 of the supplemental Form 509, must be iden-

tical with those on the original application, except that the notation "Supp." shall appear in the upper right corner immediately following the farm serial number. The supplemental Form 509 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.

PART IV. APPROVAL OF FORMS 509

A. Approval by county committee.

Line 27. Each member of the county committee shall carefully study the certifications set forth in Sections 1 and 2 of Forms 509, in order that he may clearly understand the representations of the applicants and the responsibility of the committee in approving applications for payment. If the county committee finds that the data on Form 509 have been correctly entered and that each person making application for payment is eligible under the regulations and instructions to receive payment with respect to the farm covered by the Form 509 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on Form 509 or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

B. Approval by county association secretary.

Line 27. After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

PART V. FORM SR-521, "MULTIPLE-FARM REPORT"

A. Preparation of Form 521. Before any application is submitted to the State office for a producer for whom the word "Yes" is entered in column B, Section 3 of Form 509, or at the time the first such application is submitted, a Form SR-521, "Multiple-Farm Report" (herein referred to as Form 521), shall be executed and submitted to the State office. Failure to comply with this requirement may result in the suspension to the county office of applications for such producer. In cases where the county committee has found that a producer for whom a Form 521 is prepared knowingly overplanted cotton in 1941 on any farm, the notation "Knowingly overplanted" shall be entered on Form 521 following the serial number of such farm.

Form 521 is to be executed in duplicate in accordance with the following instructions:

1. Name of county: Enter the name of the county.
2. Name of State: Enter the name of the State.
3. Name of producer: Enter the name of the producer as it appears on the Forms 509, except that the surname shall be shown first.
4. Address of producer: Enter the full mailing address of the producer as it appears on the Forms 509.
5. Payment applications.

Lines 1 through 15, column A of Section 3. Enter in numerical sequence, from the card index maintained in the county office, the serial numbers of all farms in the county (1) on which the producer shares in any crop produced thereon and on which it has been definitely determined that no deduction will accrue to such producer, or (2) on which he, as landlord or operator, participates only in the carrying out of one or more approved soil-building practices in 1941 and with respect to which he will file an application for payment. For any such farm which is considered as not operated in 1941, enter the words "Not operated" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of Form 521 for a case which actually involves a net deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any turpentine place(s) in the county with respect to which he will file an application for payment under the 1941 Naval Stores Conservation Program, the notation "Turpentine place(s)" shall be entered below the farm serial numbers in column A.

6. Deduction applications.

Lines 1 through 15, column B of Section 3. Enter in numerical sequence the serial numbers of all farms in the county on which the producer shares in any crop produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases, that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction, should be shown in column B, for examination and computation by the State office.

7. Conservation materials.

Lines 1 through 15. Enter an "X" in the column headed CM following the serial number in column A or B for each farm on which conservation materials or services were furnished to the producer.

8. Other counties or States.

Lines 11 through 15, column C. Enter the name of each other county in the State in which the producer has an interest in any farm or turpentine place (and the names of every other State, including Alaska, Hawaii, and Puerto Rico - if the producer is other than an individual, partnership, or estate - in which the producer has an interest in any farm, turpentine place, or ranching unit) from which he is entitled to receive a share of the crops grown thereon or the proceeds thereof or with respect to which he will file an application for payment under the 1941 Agricultural Conservation Program, the 1941 Range Conservation Program, or the 1941 Naval Stores Conservation Program.

9. Corrections of Form 521. Any correction in the serial numbers in column A or B or in the column headed CM or in the names of counties or States in column C of Form 521 shall be made by drawing a line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Any such correction shall be initialed by the committeeman whose signature appears at the bottom of Section 3 of Form 521, except that if such committeeman is not readily available to initial the correction the correction shall be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature below the signature of the first committeeman who signed.

B. Signature of producer. The attention of the producer should be called specifically to the representations in Section 1 of Form 521, since they become such producer's own statements when he signs the Form 521.

The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on Form 521. Where a producer's signature is made by mark, the signature of the witness shall be affixed in the space provided immediately below.

C. Approval by county committee. The county committee should carefully study the provisions of Sections 1 and 2 of Form 521, in order that it may clearly understand its responsibility in approving the form.

If the county committee finds that the information entered on Form 521 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification that the committee has found that any person signing the Form 521 in a representative capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

PART VI. COUNTY OFFICE REVIEW

After all necessary data have been entered on the Form 509, the Form 509 together with all related forms and statements, shall be carefully checked and reviewed by a competent employee of the county office specially designated for this purpose in order to determine that all necessary entries have been made thereon and are correct and that all the related forms and statements are attached and are in order. If this person finds the application to be correct in every detail, he shall affix his initials in line 26, column A, in the space provided.

PART VII. TRANSMITTAL TO STATE OFFICE

Where practicable, all Forms 509 for a producer, together with Form 521 where applicable, shall be transmitted to the State office at the same time. If it is not practicable to submit all applications in which a producer is interested at the same time, all Forms 509 listed as "possible deduction" applications as well as all Forms 509 for which an "X" has been entered in column headed CM shall be submitted to the State office with corresponding Forms 521 prior to the submission of any payment applications other than those indicating materials or services furnished to the producer or at the time of the submission of the first of such payment applications.

The original and all copies of Forms 509, with inserted carbons intact, shall be submitted to the State office. The county office copy and the producer's copy will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

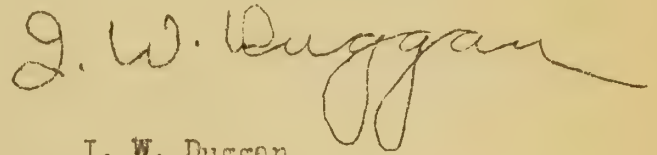
Forms 509 shall be listed on Form SRS-6, "Transmittal Sheet" (Forms SR-415 shall be used for this purpose until the supply is exhausted), for submission to the State office. The transmittal sheets shall be numbered in numerical sequence, beginning with number 1.

The "possible deduction" applications must be complete in every detail, except that it is not required that they be signed by any person except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and Forms 521 to the State office, the signatures of all interested persons should be obtained. This will make it unnecessary for the State office to return such applications to the county office for the signatures of the producers in cases where it is found that these applications result in payments rather than deductions.

If it is discovered, after the Form 521 is submitted to the State office, that an error was made in the preparation thereof, a revised Form

521 should be executed and submitted by letter to the State office immediately. Such Form 521 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued October 7, 1941, with the approval of the Administrator.

A handwritten signature in dark ink, appearing to read "I. W. Duggan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

I. W. Duggan
Director, Southern Division.

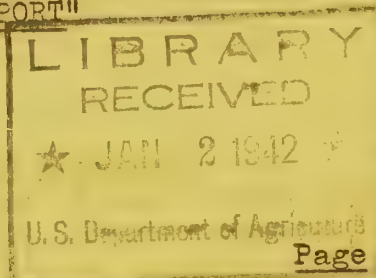
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 505B

INSTRUCTIONS FOR FILLING OUT FORM SR-509, "APPLICATION FOR PAYMENT",
AND FORM SR-541, "MULTIPLE-FARM REPORT"

(For farms in Alabama)

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PART I. GENERAL

A. Completion of Forms SR-509A. Before the work of preparing Forms SR-509 (Ala.), "Application for Payment" (herein referred to as Form 509 or application), is begun, Forms SR-509-A, "Application Work Sheet" (herein referred to as Form 509A), shall be reviewed in accordance with the provisions of SRB-504B to determine that all the necessary data and notations have been made thereon.

All outstanding assignments of 1941 agricultural conservation payments shall be reviewed and, where a properly executed Part II of Form ACP-69 is not on file, the assignee should be advised that applications for payment are now being prepared and it will, therefore, be necessary for him to execute Part II or Part III of Form ACP-69 and file it with the county committee. All Forms ACP-69 on file with respect to a farm and all Forms ACP-64 (and Forms ACP-128, if applicable) shall be attached to Form 509A, in order that the necessary data may be transferred to Form 509 and the Forms ACP-69, ACP-64, and ACP-128 may be attached to Form 509 for submission to the State office.

B. Completion of Form 502. After performance under the 1941 program is checked on the farm and prior to the execution of the application for payment, Section 6 of Form SR-502-Ala., "1941 Farm Plan" (herein referred to as Form 502), shall be completed by entering thereon data as follows:

1. If all the terraces, perennial soil-conserving crops, and permanent pasture on the farm on December 1, 1940, were maintained during the 1941 program year, no corrections need be made in the entries previously made in columns B, C, F, G, and H.
2. If any of the terraces, or perennial soil-conserving crops, or permanent pasture on the farm on December 1, 1940, were not maintained during the 1941 program year, the applicable entry(ies) in column C shall be corrected in accordance with the performance determinations set forth in Section 5 of Form SR-512C, "Supplement to Performance Report" (herein referred to as Form 512C), and the entries in columns F, G, and H shall be corrected accordingly.

3. Enter in lines 23, 24, and 25, column L, the respective number of credits entered in Section 5 of Form 512C for construction or establishment of the conservation measure in question.
4. Enter in line 26, column L, the credit for erosion-control crops from line 26, column N, Section 2 of Form SR-512B, "Performance Report" (herein referred to as Form 512B).
5. Enter in line 27, column L, the sum of the entries in that column.
6. If the entry in line 27, column H, exceeds the entry in line 27, column L, enter in lines 23 through 25, column E, the respective number of credits for maintenance of the conservation measures in question from Section 5 of Form 512C and enter in line 27, column E, the sum of the entries in that column.

C. County committee determinations. In all cases where notations have been made in Section 1 of Form 509A indicating that a determination by the county committee is necessary, and in all other cases where it is known at the time that a special determination is necessary, Forms 509A and the related data shall be referred to the county committee for its consideration. Where practicable, the county committee shall make the required determinations in these cases prior to the time applications for payment are prepared, in order that the proper entries and notations may be made on Form 509 and the necessary statements attached at the time the other data for the farm are entered on the application.

Each of the following items shall be considered by the county committee prior to approval of Form 509:

1. Change or reduction in tenants and sharecroppers. Instructions for determining the farms on which there has been a change or reduction in tenants or sharecroppers and for the preparation of Forms ACP-119 are set forth in SRB-504B. County committee instructions for considering Forms ACP-119 for farms on which such a change or reduction has occurred are set forth in detail in SRM-517. The decision of the county committee as to whether the change or reduction is justified and the reasons therefor shall be recorded on Form ACP-119 in the space provided or on an attached statement, if such space was used for 1940. Where it appears to the county committee that a change or reduction with respect to one or more crops is fully offset by an increased share of the payment to be made to tenants and sharecroppers with respect to other crops on the farm, the data for all such crops shall be combined on Form ACP-119 to determine if, as a whole, the change or reduction is justified. If the change or reduction is found to be justified in part, the committee shall include in its decision a statement of the percent of the payment with respect to each crop in question to which the committee finds the landlord (or operator) is entitled. One member of the county committee shall then affix his signature on Form ACP-119 in the space provided. Where such change or reduction is found to

be not justified, the county office shall make a notation substantially as follows on Form 509A and Form 509 in an unused space provided for the name, address, and signature of interested persons: "Unjustified change in tenure. (name) is entitled to only percent of the payment with respect to (name of crop) ." If the entire change or reduction is found to be not justified the percentage to be entered shall be the lesser of the entry in line 6 or the entry, if any, in line 8 of the applicable column D or F of the Form ACP-119. If only a part of the change or reduction has been found to be not justified the percentage to be entered shall be the applicable percentage set forth in the certification of the county committee on the Form ACP-119.

A typed copy of Form ACP-119, signed for the county committee by one of its members, shall be attached to the Form 509A for submission to the State office with the related Form 509:

- (a) If the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (b) In all other cases where the entry in line 9, column D or F, for the crop in question exceeds the entry in line 6 or the entry, if any, in line 8 in that column by more than 5.

2. Defeating purposes of the program. The county committee must determine whether any producer on the farm has adopted any of the practices described in the Alabama State Handbook or any other practice which tends to defeat the purposes of the 1941 Agricultural Conservation Program. If it is found that any producer on the farm has adopted any practice tending to defeat the purposes of the 1941 Agricultural Conservation Program, the county committee shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of such statement to Form 509A for submission to the State office with the related Form 509.

3. Erroneous notice of allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a seven-point statement setting forth the following information shall be prepared for the approval of the county committee and the original and one copy of this statement, signed for the county committee by one of its members, shall be attached to Form 509A for submission to the State office with the related Form 509:

- (a) The amount of the erroneous acreage allotment;

- (b) The date the notice of the erroneous acreage allotment was mailed to the producer;
- (c) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was mailed to the producer;
- (d) The amount of the correct acreage allotment;
- (e) The date the notice of the correct acreage allotment was mailed to the producer;
- (f) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was mailed to the producer;
- (g) A statement that the producer in planting (seeding) an acreage of the crop in excess of the correct acreage allotment acted solely upon information contained in the notice of the erroneous acreage allotment.

4. Determining allotment shares. If the notation "No acreage planted to (name of crop)" has been entered in lines 4 and 5, column D, Section 1 of Form 509A, or if it has been found by the county committee that the acreage share of a special crop for any producer has been substantially reduced by flood, hail, drought, insects, or planted disease, the county committee shall determine each producer's share of the allotment for the crop(s) in question. The shares so determined for each producer shall be the acreage of the crop from which, under the terms of his 1941 lease or operating agreement, he would have been entitled to the production or the proceeds thereof, if the entire acreage in the allotment for the crop in question had been planted on the farm in 1941. Before making this determination, the county committee shall secure from the farm operator a signed statement setting forth the following:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement;
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1941 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1941.

After the determination has been made the statement filed by the operator shall be kept as a permanent record in the county office and Form 509A shall be completed by entering the share of the allotment for each producer opposite his name in the (a) part of lines 6 and succeeding lines, columns B, C, and D. If planted acreage shares have been entered in such spaces they shall be circled and the allotment shares entered immediately to the right thereof. Where the acreage shares for a crop are determined on the allotment basis due to flood, hail, drought, insects, or plant-bed disease, the applicable notation "Flood," "Hail," "Drought," "Insects," or "Plant-bed disease" shall be entered in line 1, column B, C, or D of Form 509A, above the name of the crop.

5. Failure to carry out erosion-control measures. If the county committee determines that any producer was negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community, the original and one copy of a statement, signed for the committee by one of its members, setting forth all the facts in the case and the recommendation of the county committee shall be attached to Form 509A for submission to the State office with the related Form 509.

6. Knowingly overplanted cotton allotment. Complete instructions for determining whether producers on a farm are knowingly overplanted with respect to the 1941 cotton acreage allotment are set forth in SRB-510. The county committee must follow closely these instructions in making its determinations and, where required, Form SRS-8 or the "landlord's statement" shall be attached to the Form 509A for transmittal to the State office with the related Form 509. If it is determined that a person knowingly overplanted the cotton acreage allotment the notation "Knowingly overplanted" shall be entered following his name in column A, Section 2 of Form 509A.

7. Evasion of the \$10,000 limitation. The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate, or trust, or any other means, which was designed to evade or would have the effect of evading the \$10,000 limitation on agricultural conservation payments. If the county committee finds that any such scheme or device has been adopted, it shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 509A for submission to the State office with the related Form 509.

8. Unsound practices on forest land or woodland. The county committee shall determine whether any producer on the farm has adopted any practice on forest land or woodland (including turpentine timber) owned or controlled by him that is contrary to sound conservation prac-

tices. If it is found by the county committee that such a practice has been adopted, it shall set forth the facts in the case and the committee's recommendation in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to Form 509A for submission to the State office with the related Form 509.

9. Offsetting performance. The county committee must determine whether any producer on the farm has, by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset, or participated in offsetting, in whole or in part, the performance for which payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth its findings and recommendations in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 509A for submission to the State office with the related Form 509.

10. Misuse of conservation materials or services. In any case where any conservation material or service has been secured by any producer on a farm and the report of performance for that farm does not show an approved soil-building practice carried out to the extent of such material or service furnished, the county committee must determine whether any part or all of such material or service was misused. A report of all the facts brought out by the county committee in its investigation and its determination as to whether or not the material or service in question was misused shall be prepared, and the original and one copy of the statement, signed for the committee by one of its members, shall be attached to the Form 509A for submission to the State office with the related Form 509.

11. Failure to maintain previous practices. Where the county committee finds that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established, for which payments were made under any previous agricultural conservation program, are destroyed, or are not maintained in accordance with good farming practices, or the effectiveness of any soil-building practice carried out under a previous program is destroyed in the 1941 program year contrary to good farming practice, it shall set forth the facts in the case in a statement signed for the committee by one of its members. The statement shall include a showing as to the extent to which any practice was destroyed or was not maintained or its effectiveness was destroyed and the amount to be deducted from the payment to the farm. The amount to be deducted shall be an amount equal to the payment which would be made under the 1941 program for a similar amount of such practices. The statement shall name for each practice which was destroyed or was not maintained or the effectiveness of which was destroyed the person(s) on the farm responsible therefor and the amount of the deduction to be borne by each. The original and one copy of the statement shall be attached to the Form 509A for submission to the State office with the related Form 509. In such cases the word "Yes"

shall be entered in line 5, column I of Form 509A.

12. Less than 80% of vegetable allotment planted due to flood or drought. If the acreage planted to crops classified as commercial vegetables on the farm, plus the acreage planted to tomatoes, corn, peas, snap beans, and lima beans for processing and therefore not classified as commercial vegetables, is less than 80% of the vegetable allotment, the county committee shall determine whether failure to plant 80% of the allotment was due to flood or drought, and if such is found by the county committee to be the case, the applicable word "Flood" or "Drought" shall be entered above the heading of the applicable column C or D, Section 2, of Form 509A.

PART II. PREPARATION OF FORM 509

If a person files an application with respect to one farm in the county he must also file an application with respect to all other farms in the county in which he has an interest in any soil-depleting crop grown thereon. Where, because of this requirement, an application is executed for a farm for which it is known at the time that no payment will be made because the farm was not covered by a Form SR-301, "Farm Work Sheet," within the prescribed time limit or for any other reason, the words "No payment" and the reason therefor shall be prominently written across the face of the application. Such an application need not be signed by any interested person but must be otherwise complete and must be signed by the secretary of the county agricultural conservation association (herein referred to as association secretary) and by a member of the county committee on behalf of the committee.

The entries to be made in the county office or by the applicants on Form 509 have been indicated by broken lines. Where a given space has been indicated for a county office entry but is not applicable to the farm in question, it shall be left blank except where a "0" or the word "None" has been entered in the corresponding space of Form 509A or is required in accordance with these instructions.

Any correction in the data on Form 509 shall be made by drawing a line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Such correction shall be initialed by the county committeeman whose signature appears in line 27 of the application. If, however, such committeeman is not readily available for the purpose of initialing the correction, such correction shall be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature in line 27 below the signature of the first committeeman who signed.

Form 509 shall be prepared in quadruplicate and the entries thereon shall be typed or entered with indelible pencil. Care shall be taken in the preparation of Form 509 to see that the carbon impression on all copies are legible. Information to be entered on

Form 509 shall be obtained from the related Form 509A and the forms and statements attached thereto.

A. Heading. Enter the State and county code, the farm serial number, and the name of the county in the spaces provided. Make no entry in the space provided for the transmittal number.

B. Basic data.

Lines 1, 2, 3, and 4, columns B, C, and D. Enter from corresponding spaces in Section 2 of Form 509A (including any notations such as "Usual," "Permitted acreage," "Flood," "Hail," "Drought," etc.).

- (a) If the acreage of commercial vegetables is less than 80% of the vegetable allotment and an acreage of tomatoes, corn, peas, snap beans, or lima beans was grown for processing, and therefore, not classified as commercial vegetables, the original and one copy of the statement prepared in accordance with the provisions of item (d), paragraph 2, Section A, on page 5 of SRB-504B and signed for the county committee by one of its members shall be attached to Form 509 for submission to the State office.
- (b) If the acreage of commercial vegetables shown in line 2, column C or D, plus the acreage of tomatoes, corn, peas, snap beans, and lima beans, mentioned in paragraph (a) above, is less than 80% of the commercial vegetable allotment shown in line 3, column C or D, and it has been determined by the county committee in accordance with paragraph 12, Section B, Part I hereof, that the total of this acreage is less than 80% of the vegetable allotment due to flood or drought, the applicable word "Flood" or "Drought" shall be entered in line 1, above the heading of the applicable column C or D.
- (c) If the acreage of peanuts shown in line 2, column C or D, exceeds the peanut allotment by more than the amount by which the cotton allotment exceeds the acreage planted to cotton and the county committee has determined that the provisions of the Peanut Marketing Quota Regulations were violated and that peanuts grown on an acreage in excess of the peanut allotment were marketed for purposes other than crushing for oil, the original and one copy of a statement signed for the county committee by one of its members setting forth the facts in the case and the county committee's recommendations shall be attached to the Form 509 for consideration by the State committee.
- (d) For non-wheat allotment farms on which the acreage of wheat is not in excess of the wheat allotment established

for the farm, the entry with respect to wheat in the applicable column C or D shall be the wheat allotment and the word "Usual" shall not be entered in the heading of that column.

- (e) If the word "Usual" is entered above the word "Wheat" in line 1, column C or D, and the entry in line 2 exceeds the entry in line 3 of that column, there shall be attached to the Form 509 the original and one copy of a statement signed for the county committee by one of its members, setting forth whether any wheat was sold from the farm and, if not, the number of farm families on the farm.
- (f) If a check has been entered in line 2, column C, Section 1 of Form 509A, and it was not necessary to enter in line 1, column A, Section 2, the acreage of land uses designated in 1941 General Letter No. 1 due to the fact that the acreage of special crops equaled or exceeded one-half the sum of the special crop allotments, no notation need be made on Form 509 in this connection.
- (g) If a check has not been entered in line 2, column C, Section 1 of Form 509A, the acreage of land uses designated in 1941 General Letter No. 1 shall be entered in line 1, column A of Form 509, from line 1, column A, Section 2 of Form 509A.
- (h) If a check has been entered in line 5, column C of Form 509A, the applicable word "Flood" or "Drought" shall be entered above the heading of column A of Form 509, and the original and one copy of a statement signed for the county committee by one of its members setting forth in detail all the circumstances relative to why the farm is considered as having been operated shall be attached to the application for consideration by the State committee. (If less than 50% of the sum of the special crop allotments was devoted to special crops and less than 1/3 of the cropland was devoted to the land uses designated in 1941 General Letter No. 1 the farm cannot be classified as being operated unless the failure to devote a sufficient acreage to such crops or land uses was due to a flood or drought that was general over a substantial area of the county.)
- (i) If a check has been entered in line 3, column C, Section 1 of Form 509A, and failure to operate the farm was not due to flood or drought the notation "Not operated" shall be entered above the heading of column A of Form 509.
- (j) If an acreage was planted on the farm in 1941 to a special allotment crop for which a normal yield has not been

established, the county committee shall establish a normal yield for the crop in question in accordance with established procedure for determining normal yields in such cases and the yield so determined shall be entered in line 4 of the applicable column B, C, or D of the Forms 509A and 509 for the farm.

C. Soil-building practices.

Lines 3 through 9, column E and F, and line 10, column F.

Enter from lines 2, 3, 4, and 5, columns E, F, and G, Section 2 of Form 509A. If "X" has been entered after a practice number on Form 509A, thereby indicating that the practice was carried out with material or seed furnished by the Agricultural Adjustment Administration under the 1941 program, an "X" shall also be entered following the practice number on Form 509.

In cases where no soil-building practice was carried out on the farm in 1941, a zero or the word "None" must be entered in line 10, column F of Form 509.

D. Deduction for failure to maintain practices.

Line 12, column F. If it has been determined by the county committee, in accordance with paragraph 11, Section B, Part I of these instructions, that terraces constructed, forest trees planted, perennial legumes seeded, or pastures established under previous agricultural conservation programs were destroyed or were not maintained in accordance with good farming practices or that the effectiveness of a practice has been destroyed, the amount of deduction to be made from the payment to the farm shall be entered in line 12, column F. Where there is an entry in this space the original and one copy of the county committee's statement referred to in paragraph 11, Section B, Part I, of these instructions must be attached to Form 509 for submission to the State office.

E. Soil-building allowance data.

Lines 2, 3, and 4, column I. Enter from line 2, 3, and 4, column I, Section 2 of Form 509A. Where the 1941 cropland is "0" or the sum of the special crop allotments exceeds the 1941 cropland, the entry in line 2, column H, Form 509A, shall be entered in parentheses to the left of the cropland entry in line 2, column I.

F. Conservation goal data.

Line 12, columns I and J. Enter from line 27, columns H and I, Section 6 of Form 502.

Line 11, column F. (Applicable only if the entry in line 12, column I, exceeds the entry in line 12, column J). Enter from line 27, column E, Section 6 of Form 502.

G. Names and addresses of interested persons.

Lines 14, 15, 18, 19, 22, 23, column A. Enter from line 6 and succeeding lines, column A, Section 2 of Form 509A.

It is assumed in this connection that the landlord (except one who rents his entire farm for cash, standing rent, or fixed rent), tenants, and sharecroppers whose names are entered in line 6 and succeeding lines, column A of Form 509A, are those persons who (1) are entitled, as of the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns B, C, or D, thereof; or (2) have participated in carrying out one or more approved soil-building practices on the farm in the 1941 program year. If the county committee determines, however, that one or more of the persons originally shown on the Form 509A are not, as of the time of harvest, entitled to share in any such crop, and have not participated in carrying out approved soil-building practices on the farm, the names of such persons shall be stricken through (so as to remain legible) on the Form 509A. Where a person was shown on a 1941 parity application as being interested in cotton, wheat, or flue-cured tobacco acreage, but is not shown on Form 509 as being interested in such crop, the original and one copy of a statement signed for the county committee by one of its members and explaining in detail why such person is not entitled to share in the 1941 agricultural conservation payment must be attached to the application.

As to what is meant by the term "as of the time of harvest" in cases of sale, abandonment, or loss of control by legal process, the following interpretation shall be observed:

In cases where, through sale or legal process, a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop.

If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons' share in the crop or proceeds thereof, harvested from the acreage in question.

The name of a landlord (if other than the operator) shall be followed by the notation "(LL)," and the name of an operator shall be followed by the notation "(OP)." Where a tenant-operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If there are more than three interested persons, Form SR-510, "Continuation Sheet for Application for Payment," will be used. Each such continuation sheet must be properly identified by the State and county code and farm serial number and securely attached to the related Form 509.

Where a person who otherwise would have shared in the payment dies or becomes incompetent before Form 509 is executed by him, the name to be entered on Form 509 will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.

(Example: "John H. Doe, executor (or administrator) of the estate of Edward Doe, deceased.")

- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered. (Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased," or "W. R. Roe, trustee for all the heirs of Richard Roe, deceased," or if there is only one heir "John T. Doe, sole heir of J. K. Doe, deceased.")

- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered.

(Example: "John H. Doe, guardian (or committee) of the estate of Edward Doe, incompetent.")

Where two or more persons with the same surname are shown on the application as interested producers, care shall be taken to see that each is actually carrying on farming operations on the farm under a lease or operating agreement.

If the notation "Knowingly overplanted" has been entered on Form 509A following the name of an applicant the same notation shall be made in column A, Form 509.

Where the notation "Unjustified change in tenure. (name) is entitled to only percent of the payment with respect to (name of crop) " has been entered on Form 509A in accordance with paragraph 1, Section B, Part I of these instructions, the same notation shall be entered in an unused space in column A of Form 509.

H. Shares of special crops.

Lines 14, 18, and 22, columns B, C, and D. Enter from the (a)

part of lines 6 and succeeding lines, columns B, C, and D, Section 2 of Form 509A

If the acreage shares shown in Section 2 of Form 509A have been circled for one or more crops and revised acreage shares entered above due to the fact that it has been determined by the county committee in accordance with paragraph 4, Section B of Part I hereof, that the acreage of the crop for one or more of the producers was substantially reduced by flood, hail, drought, insects, or plant-bed disease, enter the uncircled figures on Form 509 and enter in line 1 of the respective column, above the name of the crop, the applicable notation "Flood," "Hail," "Drought," "Insects," or "Plant-bed disease."

If no acreage was planted to a crop for which an allotment was established the allotment shares determined by the county committee in accordance with paragraph 4 of Section B, Part I hereof, shall be entered from Form 509A.

If the acreage planted to cotton on the farm is less than 80% of the cotton allotment and the acreage planted to cotton on the farm by one or more producers is not substantially proportionate to the acreage normally planted to cotton on the farm by such producer the cotton payment for the farm may be divided among the persons who are or would be entitled to receive a share of the cotton which was or would have been grown on the farm on the basis of the acreage shares to which such producers would have been entitled if the entire acreage in the allotment had been planted to cotton in 1941, provided that all producers on the farm agree in writing to such division. The agreement of each producer will be signified by his signature on the application for payment, or on a statement attached thereto bearing the acreage share so determined for each producer on the farm. If all interested producers do not agree in writing to a division of the cotton payment on the basis of the acreage shares to which such producers would have been entitled if the entire acreage in the allotment had been planted to cotton in 1941, planted acreage shares shall be used.

The provisions of the foregoing paragraph are not applicable to a farm (a) on which there is only one producer unit with respect to cotton in 1941, or (b) unless the percentage share of the acreage planted to cotton on the farm in 1941 by one or more producers is substantially less than such producer's normal percentage share of the acreage normally planted to cotton on the farm. The normal percentage share of the acreage planted to cotton on the farm for a producer who participated in the production of cotton on the farm in 1939 or 1940, or both, shall be the percentage share determined by dividing the acreage planted to cotton on the farm into his share of the planted acreage in the year in which he participated in the production of cotton on the farm or shall be the average of his percentage shares thus obtained if he participated in the production of cotton on the farm during 1939 and 1940. The normal percentage share for a producer who did not participate in the production of cotton on the farm in either 1939 or 1940 shall be the percentage share of his predecessor if it can be definitely determined that he replaced a particular producer who participated in the production of cotton on the

farm in one or both such years; or if such determination cannot be made the normal percentage share shall be determined by dividing the cotton acreage allotment for the farm into the acreages of cotton on the farm in 1941 from which such producer would have been entitled to the production under the terms of his lease or operating agreement.

The cotton acreage share so determined for any producer on a farm where less than 80% of the cotton allotment is planted shall in no case be less than his share of the planted acreage in 1941, nor shall the acreage share so determined for any producer be less than the acreage determined by multiplying the allotment by that producer's percentage share of the acreage normally planted to cotton on the farm unless a pro rata adjustment of the acreage shares determined for the producers on the farm in excess of their planted acreage shares is necessary in order that the sum of the acreage shares will not exceed the acreage allotment.

Where the above-stated provisions for dividing the cotton payment are used the operator of the farm shall submit to the county committee his signed statement as to the acreage which each tenant or sharecropper on the farm would under his lease or operating agreement have planted to cotton on the farm in 1941 if the entire acreage in the cotton allotment had been planted. A copy of this statement shall be attached to the application. There shall also be attached to the application a statement, signed for the county committee by one of its members, showing for each producer:

- (a) His acreage share of the acreage planted to cotton in 1941;
- (b) His percentage share of the acreage planted to cotton in each of the years 1939, 1940, and 1941; and
- (c) His normal percentage share of the acreage normally planted to cotton on the farm,

except that if such statements were submitted with the 1941 cotton parity application for the farm they need not be submitted with Form 509. In the latter case the cotton acreage shares entered on Form 509 must agree with the shares entered on the 1941 cotton parity application for the farm.

I. Share of soil-building payment.

Lines 14, 18, and 22, column E. Enter from line 6(a) and succeeding lines, column E of Form 509A. If the notation "Actual producer on this farm in 1941" has been entered in columns B, C, and D of Form 509A for a tenant or sharecropper, the same notation shall be entered in the corresponding space on Form 509.

J. Share of deduction for failure to maintain practices.

Lines 16, 20, and 24, column E. If an amount has been entered in line 12, column F, enter, from the county committee's statement regarding destruction of or failure to maintain practices carried out on the farm

under previous programs or regarding the destruction of the effectiveness of a previous practice, that amount of the deduction, if any, to be made from the payment to each producer.

K. Multiple-farm indication.

Lines 17, 21, and 25, column B. For each interested person, enter the word "Yes" or "No," whichever is applicable. "Yes" shall be entered in all cases where it appears on the Form 509A and in any other case where it is found that the producer is interested in one or more other farms, or turpentine places, in the county or in any other county in the State, or, if the person is other than an individual, partnership, or estate, in one or more farms, ranching units, or turpentine places in any other State. "No" should never be entered in this space until the applicant himself has indicated that he has no other such interest.

If applications and Form SR-821 are mailed to absentee producers for signature, the letter of transmittal shall explain in detail the necessity of advising the county office of other farms or turpentine places in the county or of other farms, ranches, or turpentine places in other counties or States on which the applicant is carrying on farming operations.

L. Conservation materials and services.

Lines 17, 21, and 24, columns CDE. If "Yes" has been entered in line 6 or a subsequent line, column FGE, of Section 2, Form 509A, indicating that the producer was furnished conservation materials or services under the 1941 program, enter from Form ACP-64, "Request for Material as Grant of Aid under the Agricultural Conservation Program," (and ACP-128, if applicable) the name, type, and amount of and the rate of deduction for any material or service furnished to the producer under the 1941 program. If any part of the material or service has been used in a manner which is not in substantial accord with the purposes for which it was furnished, the rate to be entered shall be twice the established rate. In the latter event, the original and one copy of a statement signed by at least one member of the county committee, prepared in accordance with the instructions outlined in paragraph 10, Section B, Part I of these instructions, shall be attached to the Form 509, and separate entries shall be made for such material or service as was misused and such as was not misused. The original Form ACP-64 (and ACP-128, if applicable) shall be attached to the Form 509 for submission to the State office.

M. Assignments.

Lines 17, 21, and 25, column FGHI, and column J. If "Yes" has been entered in column I, Section 2, Form 509A, for the producer, enter from the Form ACP-69 the name and the mailing address of the assignee and the amount of the advance secured by the assignment which remains unpaid.

An assignment shall not be recognized unless the assignee has properly executed Part II of Form ACP-69, showing therein that part of the amount advanced which remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment

filed in the county office and remaining unpaid at the time the Form 509 is executed shall be honored. The Form ACP-69 shall be attached to the Form 509 for submission to the State office.

The amount entered in Part II of the Form ACP-69 must not exceed the amount entered in Part I of that form by more than an amount representing interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount entered as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I of the Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid, and extending to a date not later than that on which Part II of the form was executed.

An assignment of a 1941 agricultural conservation payment will not be recognized unless Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association not later than October 31, 1941, or the date on which application for the payment is filed, whichever is the earlier, except that where Part I of Form ACP-69 is executed to secure payment for advances made in connection with carrying out soil-building practices after October 31, 1941, the assignment may be recognized if Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association prior to the close of the 1941 program year or the time when application for the payment is made, whichever is the earlier. In such cases the application for payment must show approved practices carried out by the producer or a statement signed for the county committee by one of its members must be attached explaining why no practice was carried out.

Part II of Form ACP-69 is not acceptable unless executed not more than 60 days prior to the date on which the application for payment is filed in the county office unless the date in Part II is subsequent to November 15, 1941.

If there is no outstanding assignment, the word "None" shall be entered.

PART III. FILING FORMS 509

A. Signatures of interested persons. Each applicant should familiarize himself with the provisions of Section 1, since they constitute the representations upon which he is basing his claim for payment.

After all the data have been entered in Section 3 of Form 509, the signature of each applicant should be affixed on the original Form 509 in ink or indelible pencil in the space provided following his name in column A. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations," which is hereby

made a part of these instructions. In case a person signs in a representative capacity he shall sign his own name, show for whom he acts and the capacity in which he acts. Traced signatures, carbon impressions, and facsimile signatures on the original Form 509 are not acceptable.

Under no circumstances shall a producer be requested or allowed to sign an application in blank.

In any case where Form 510 is used, the Form 509 and all Forms 510 for the farm must be presented to the applicant for his inspection before he affixes his signature.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 509 by a member of the committee shall constitute the certification of the committee that each person who signs the form in a representative capacity does possess the necessary authority. If the members of the committee do not have personal knowledge that each such person has proper authority, they shall require him to submit evidence of his authority. (See ACP-16 and Forms No. AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the Form 509 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment and desires to receive payment refuses to sign the Form 509, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 509. If such statement cannot be obtained, there shall be attached to the Form 509 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature of the producer. If for any other reason the signature of any person who otherwise would share in the payment and desires to receive payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 509 in the space where his signature otherwise would have been affixed.

The mailing address of each applicant shall be verified at the time he signs Form 509 and any necessary corrections made in his address as previously entered on the form.

The signature of a witness is required only where the signature of the producer is affixed by mark, printed, or signed in foreign script. Each signature must be witnessed by a disinterested person.

B. Date of filing.

Line 27. Enter the date on which the signed application is filed in the county office. This will be the date on which the applicants affix their signatures in those cases where they come to the county office

to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed, which in no event may be later than March 31, 1942. Where the application is taken out or mailed out of the county office for signature, the date the signed application is returned to the county office, or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.

C. Closing date for filing original applications. Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1942.

D. Supplemental applications. In cases where a producer fails to sign the original application, payment may be made later to him if, within the time limit for accepting such applications, he submits a properly executed application on a supplemental Form 509. The basic data entered in lines 1 through 13, Section 3 of the supplemental Form 509, must be identical with those on the original application, except that the notation "Supp." shall appear in the upper right corner immediately following the farm serial number. The supplemental Form 509 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.

PART IV. APPROVAL OF FORMS 509

A. Approval by county committee.

Line 27. Each member of the county committee shall carefully study the certifications set forth in Sections 1 and 2 of Forms 509 in order that he may clearly understand the representations of the applicants and the responsibility of the committee in approving applications for payment. If the county committee finds that the data on Form 509 have been correctly entered and that each person making application for payment is eligible under the regulations and instructions to receive payment with respect to the farm covered by the Form 509 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on Form 509 or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

B. Approval by county association secretary.

Line 27. After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

PART V. FORM SR-521, "MULTIPLE-FARM REPORT"

A. Preparation of Form 521. Before any application is submitted to the State office for a producer for whom the word "Yes" is entered in column B, Section 3 of Form 509, or at the time the first such application is submitted, a Form SR-521, "Multiple-Farm Report" (herein referred to as Form 521), shall be executed and submitted to the State office. Failure to comply with this requirement may result in the suspension to the county office of applications for such producer. In cases where the county committee has found that a producer for whom a Form 521 is prepared knowingly overplanted cotton in 1941 on any farm, the notation "Knowingly overplanted" shall be entered on Form 521 following the serial number of such farm.

Form 521 is to be executed in duplicate in accordance with the following instructions:

1. Name of county: Enter the name of the county.
2. Name of State: Enter the name of the State.
3. Name of producer: Enter the name of the producer as it appears on the Forms 509, except that the surname shall be shown first.
4. Address of producer: Enter the full mailing address of the producer as it appears on the Forms 509.
5. Payment applications.
Lines 1 through 15, column A of Section 3. Enter in numerical sequence, from the card index maintained in the county office, the serial numbers of all farms in the county (1) on which the producer shares in any crop produced thereon and on which it has been definitely determined that no deduction will accrue to such producer, or (2) on which he, as landlord or operator, participates only in the carrying-out of one or more approved soil-building practices in 1941 and with respect to which he will file an application for payment. For any such farm which is considered as not operated in 1941, enter the words "Not operated" immediately following the serial number thereof.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of Form 521 for a case which actually involves a net deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is interested in any turpentine place(s) in the county with respect to which he will file an application for payment under the 1941 Naval Stores Conservation Program, the notation "Turpentine place(s)" shall be entered below the farm serial numbers in column A.

6. Deduction applications.

Lines 1 through 15, column B of Section 3. Enter in numerical sequence the serial numbers of all farms in the county on which the producer shares in any crop produced thereon and on which it appears that a deduction may possibly accrue to such producer. The placing of a serial number in this column will in no way affect the producer's claim to payment if it develops that the application in question results in a net payment. Therefore, all borderline cases, that is, all cases where there is a doubt as to whether the application involves a net payment or a net deduction, should be shown in column B, for examination and computation by the State office.

7. Conservation materials.

Lines 1 through 15. Enter an "X" in the column headed CM following the serial number in column A or B for each farm on which conservation materials or services were furnished to the producer.

8. Other counties or States.

Lines 11 through 15, column C. Enter the name of each other county in the State in which the producer has an interest in any farm or turpentine place (and the names of every other State, including Alaska, Hawaii, and Puerto Rico - if the producer is other than an individual, partnership, or estate - in which the producer has an interest in any farm, turpentine place, or ranching unit) from which he is entitled to receive a share of the crops grown thereon or the proceeds thereof or with respect to which he will file an application for payment under the 1941 Agricultural Conservation Program, the 1941 Range Conservation Program, or the 1941 Naval Stores Conservation Program.

9. Corrections of Form 521. Any correction in the serial numbers in column A or B or in the column headed CM or in the names of counties or States in column C of Form 521 shall be made by drawing a line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Any such correction shall be initialed by the committeeman whose signature appears at the bottom of Section 3 of Form 521, except that if such committeeman is not readily available to initial the correction the correction shall be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature below the signature of the first committeeman who signed.

B. Signature of producer. The attention of the producer should be called specifically to the representations in Section 1 of Form 521, since they become such producer's own statements when he signs the Form 521.

The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on Form 521. Where a producer's signature is made by mark, the signature of the witness shall be affixed in the space provided immediately below.

C. Approval by county committee. The county committee should carefully study the provisions of Sections 1 and 2 of Form 521, in order that it may clearly understand its responsibility in approving the form.

If the county committee finds that the information entered on Form 521 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification that the committee has found that any person signing the Form 521 in a representative capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

PART VI. COUNTY OFFICE REVIEW

After all necessary data have been entered on the Form 509, the Form 509 together with all related forms and statements shall be carefully checked and reviewed by a competent employee of the county office specially designated for this purpose in order to determine that all necessary entries have been made thereon and are correct and that all the related forms and statements are attached and are in order. If this person finds the application to be correct in every detail, he shall affix his initials in line 26, column A, in the space provided.

PART VII. TRANSMITTAL TO STATE OFFICE

Where practicable, all Forms 509 for a producer, together with Form 521 where applicable, shall be transmitted to the State office at the same time. If it is not practicable to submit all applications in which a producer is interested at the same time, all Forms 509 listed as "possible deduction" applications as well as all Forms 509 for which an "X" has been entered in the column headed CM shall be submitted to the State office with corresponding Forms 521 prior to the submission of any payment applications other than those indicating materials or services furnished to the producer or at the time of the submission of the first of such payment applications.

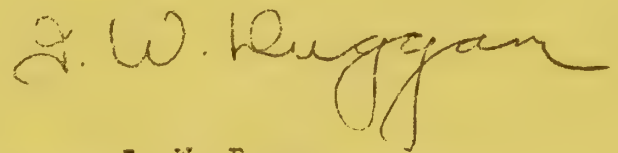
The original and all copies of Forms 509, with inserted carbons intact, shall be submitted to the State office. The county office copy and the producer's copy will be returned to the county office after computations have been made thereon, at which time the producer's copy should be delivered to the farm operator.

Forms 509 shall be listed on Form SRS-6, "Transmittal Sheet" (Forms SR-415 shall be used for this purpose until the supply is exhausted), for submission to the State office. The transmittal sheets shall be numbered in numerical sequence beginning with number 1.

The "possible deduction" applications must be complete in every detail, except that it is not required that they be signed by any person except the association secretary and a member of the county committee. If it is convenient, however, and will not delay the submission of the applications and Forms 521 to the State office, the signatures of all interested persons should be obtained. This will make it unnecessary for the State office to return such applications to the county office for the signatures of the producers in cases where it is found that these applications result in payments rather than deductions.

If it is discovered, after the Form 521 is submitted to the State office, that an error was made in the preparation thereof, a revised Form 521 should be executed and submitted by letter to the State office immediately. Such Form 521 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued December 5, 1941, with the approval of the Administrator.

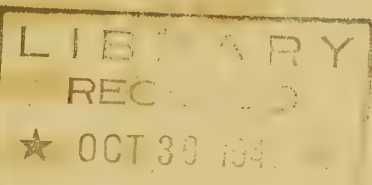
A handwritten signature in cursive script, reading "I. W. Duggan".

I. W. Duggan
Director, Southern Division

50813

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 505B, FLA.



INSTRUCTIONS FOR FILLING OUT FORM SR-509, "APPLICATION FOR PAYMENT", AND
FORM SR-521, "MULTIPLE-FARM REPORT".

(For farms in Florida)

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PART I. GENERAL

A. Review of basic data. The preparation of Forms SR-509, "Application for Payment" (herein referred to as Form 509 or application), should begin immediately after the final check of 1941 Performance is completed for a minimum number of farms in the county. Since the basic data to be entered on Forms 509 are to be secured from Form SR-502 Fla. "1941 AAA Farm Plan and Summary" (herein referred to as Form 502), it is imperative that the Forms 502 be reviewed by a county association employee who is thoroughly familiar with the provisions of the 1941 program immediately prior to the time the related Form 509 is prepared. The original of Forms ACP-64, ACP-65 and ACP-128, if any, should be attached to the related Form 502 at the time the final review is made in order that these forms may be attached to the application for payment for submission to the State office.

B. County committee determinations. In all cases where notations have been made in or above the heading of Section 8, or in Column a, Section 2 of Form 502, indicating that a determination by the county committee is necessary and in any other case where it is known that a determination by the county committee is necessary, Forms 502 and the related data shall be referred to the county committee for prompt consideration.

Where practicable, all determinations shall be made by the committee prior to the time Form 509 is prepared. Only in exceptional cases should the application be prepared prior to the time such determinations are made and in no event shall any producer be allowed to affix his signature to the application until all basic data have been entered thereon.

The county committee is charged with the responsibility of making certain determinations prior to the time an application for payment is approved for a farm. These determinations are to be made in accordance with the regulations set forth in the 1941 Florida Handbook and the following detailed procedure.

1. Change or reduction in tenants and sharecroppers.

Instructions for determining the farms on which there has been a change or reduction in tenants and sharecroppers and for the preparation of Forms ACP-119, are set forth in detail in SRB-504 Fla. and SRM-517.

In those cases where Form ACP-119 was submitted with the application for the 1941 cotton parity or tobacco parity payment it will not be necessary to submit another copy thereof except in those cases where other special crop allotments were established for the farm in 1941. In such cases a rider shall be attached to the Form 509 referring the State office audit clerks to the Form ACP-119 previously submitted.

Where Form ACP-119 is to be submitted to the State office with Form 509 the county committee shall set forth

in the space provided on the form, or an attached statement if that space on Form ACP-119 was used under the 1940 program, a showing as to the reason for the change or reduction and whether the committee finds such change or reduction to be justified.

In the event,

- (a) the committee finds such change or reduction was not justified, or
- (b) their recommendation in connection with the 1941 Parity program that such change was justified was disapproved by the State committee.

a notation substantially as follows shall be entered on Forms 502 and 509 in an unused space provided for the name, address and signature of interested persons: - "unjustified change in tenure. _____ (Name) is entitled to only _____ percent of the payment with respect to (Name of Crop)". If the entire change or reduction is found to be not justified the percentage to be entered shall be the lesser of the entry in line 6 or the entry, if any, in line 8 of the applicable column D or F of the Form ACP-119. Where it appears that a change or reduction with respect to one or more special crops may have been offset by a decrease in the landlord's or operator's share of one or more other special crops, data for all special crops shall be combined on Form ACP-119. If only a part of the change or reduction has been found to be not justified the percentage to be entered shall be the applicable percentage set forth in the certification of the county committee on the Form ACP-119 or attached statement.

A typed copy of Form ACP-119 is signed for the county committee by one of its members shall be attached to the Form for submission to the State office (except as heretofore provided):

- (a) If the county committee has found that all or any part of the change or reduction with respect to the crop in question was not justified, and
- (b) In all other cases where the entry in line 9, column D or F for the crop in question exceeds the entry in line 6 or the entry, if any, in line 8 in that column by more than 5, unless the change or reduction with respect to the crop in question is fully offset by a decrease in the share of the landlord or operator in other special crops on the farm.

2. Defeating purposes of the program. The county committee must determine whether any producer on the farm has adopted any of the practices described in Section 15 of the 1941 Florida Handbook or any other practice which tends to defeat the purposes of the 1941 Agricultural Conservation Program. If it is found that any producer on the farm has adopted one or more of the practices referred to above the county committee shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of such statement to Form 502 for submission to the State office for consideration prior to the time the related Form 509 is prepared.

3. Offsetting performance. The county committee must determine whether any producer on the farm has by means of any corporation, partnership, estate, trust, or any other device, or in any manner whatsoever, offset or participated in offsetting, in whole or in part, the performance for which such payment is otherwise authorized. If the county committee finds that the performance of any producer has been offset, in whole or in part, it shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 502 for submission to the State office for consideration prior to the time the related Form 509 is prepared.

4. Unsound practices on forest land or woodland. The county committee must determine whether any producer on the farm has with respect to forest land or woodland owned or controlled by him adopted any practice which is contrary to sound conservation practice. If the county committee finds that any such practice has been adopted, it shall set forth the facts in the case and the committee's recommendation in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 502 for submission to the State office for consideration prior to the time the related Form 509 is prepared.

5. Evasion of the \$10,000 limitation. The county committee must determine whether any producer on the farm has adopted or participated in adopting any scheme or device, including the dissolution, reorganization, revival, formation, or use of any corporation, partnership, estate, trust or any other means which was designed to evade or would have the effect of evading the \$10,000 limitation in agricultural conservation payment. If the county committee finds that any such scheme or device has been adopted, it shall set forth the facts in the case and the committee's determination in a statement signed for the committee by one of its members and shall attach the original and one copy of the statement to the Form 502 for submission to the State office for consideration prior to the time the related Form 509 is prepared.

6. Failure to maintain practices carried out under previous programs. Where the county committee finds that terraces constructed, forest trees planted, perennial legumes seeded or pastures established for which payments were made under previous agricultural conservation programs are destroyed, or are not maintained in accordance with good farming practices,

or the effectiveness of any soil-building practice carried out under a previous program is destroyed in 1941 contrary to good farming practice, it shall set forth the facts in the case in a statement signed for the committee by one of its members. The statement shall include a showing as to the extent to which any practice was not maintained and the amount to be deducted from the payment to the farm. The amount to be deducted shall be an amount equal to the payment which would be made under the 1941 program for a similar amount of the practices not maintained. The statement shall name for each practice not maintained the person(s) on the farm responsible for failure to maintain the practice and the amount of the deduction to be borne by each. The original and one copy of this statement shall be attached to the Form 502 for submission to the State office with the related Form 509.

7. Knowingly overplanted cotton allotment. Complete instructions for determining whether producers on a farm are knowingly overplanted with respect to the 1941 cotton acreage allotment are set out in SRB-510. The county committee must follow closely these instructions in making its determinations and where required, Form SRS-8 or the "Landlord's statement" shall be attached to the Form 502 for submission to the State office with the related Form 509.

8. Misuse of conservation materials or services. In any case where conservation materials or services have been secured by any producer on a farm and the report of performance for that farm does not show that an approved soil-building practice in the proper amount has been carried out with such materials or services, the county committee must determine whether any part or all of such material or service secured was misused. A report of all the facts brought out in the investigation of the county committee and its determination as to whether or not the material in question was misused shall be prepared, signed for the county committee by one of its members, and the original and one copy of the statement attached to the Form 502 for submission to the State office with the related Form 509.

9. Erroneous notice of allotment. In any case where, through error in the county or State office, the producer was officially notified in writing, prior to completion of planting (seeding), of an acreage allotment larger than the finally approved acreage allotment and was not notified of the finally approved acreage allotment for the crop until after planting (seeding) was completed, and the county committee finds that such producer, acting solely upon the information contained in the erroneous notice, planted (seeded) an acreage to the crop in excess of the finally approved acreage allotment, a seven point statement setting out the following information shall be prepared for the approval of the county committee by one of its members. The original and one copy of this statement signed for the county committee by one of its members shall be attached to the application.

(a) The amount of the erroneous acreage allotment.

(b) The date the notice of the erroneous acreage allotment was mailed to the producer.

- (c) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the incorrect acreage allotment was mailed to the producer.
- (d) The amount of the correct acreage allotment.
- (e) The date the notice of the correct acreage allotment was mailed to the producer.
- (f) The acreage which had been planted (seeded) to the crop on the farm at the time the notice of the correct acreage allotment was mailed to the producer.
- (g) A statement that the producer in planting (seeding) an acreage to the crop in excess of the correct acreage allotment acted solely upon information contained in the notice of the erroneous acreage allotment.

10. Less than 80% of the commercial vegetable, potato or celery allotment planted due to flood or drought. If the acreage planted to commercial vegetables, (including the acreage planted to tomatoes, corn, peas, snapbeans, and lima beans for processing), potatoes or celery, is less than 80% of the allotment due to flood or drought, the applicable word "flood" or "drought" shall be entered immediately to the right of the name of the crop in Column a, Section 2 of Form 502.

11. Excess acreage of peanuts for market. If the acreage of peanuts for market on any farm exceeds the peanut allotment by more than the amount by which the cotton allotment exceeds the acreage planted to cotton on the farm and the county committee has determined that the provisions of the 1941 Peanut Marketing Quota Regulations were violated and that peanuts grown on an acreage in excess of the peanut allotment were marketed for purposes other than crushing for oil, the original and one copy of a statement, signed for the county committee by one of its members, setting forth the facts in the case and the county committee's recommendation shall be attached to the Form 502 for submission to the State office with the related Form 509 for consideration by the State committee.

12. Failure to carry out erosion-control measures. If the county committee determines that any producer was negligent and careless in his farming operations by failing to carry out approved erosion-control measures on land under his control to the extent that any part of such land has become an erosion hazard in 1941 to other land in the community the original and one copy of a statement, signed for the committee by one of its members, setting forth all the facts in the case and the recommendation of the county committee shall be attached to Form 502 for submission to the State office with the related Form 509.

13. Determination of allotment shares. If the notation "No acreage planted to (name of crop)" has been entered above the heading of Section 8 of Form 502, or if it has been found by the county committee that a special

allotment crop for any producer has been substantially reduced by flood, hail, drought, insects, or plant-bed diseases, the county committee shall determine each producer's share of the allotment for the crop(s) in question. The shares so determined for each producer shall be the acreage of the crop from which, under the terms of his 1941 lease or operating agreement, he would have been entitled to the production or the proceeds thereof, if the entire acreage in the allotment for the crop in question had been planted on the farm in 1941. Before making this determination the county committee shall secure from the farm operator a signed statement setting forth the following:

- (a) The normal acreage of each of the crops in question grown by each producer (or his predecessor) on the farm, as well as the division of such crop under the terms of the lease or operating agreement.
- (b) The acreage and division of each of the crops in question which, according to his lease or operating agreement, would have been grown by each producer in 1941 if the entire acreage in the acreage allotment for such crop had been grown on the farm in 1941.

After the determination has been made the statement filed by the operator shall be kept as a permanent record in the county office and Form 502 shall be completed by entering the share of the allotment for each producer opposite his name in the (a) part of lines 6 and succeeding lines, in the applicable column b, c, or d. If planted acreage shares have been entered in such spaces they shall be circled and the allotment shares entered immediately to the right thereof. Where the acreage shares for a crop are determined on the allotment basis due to flood, hail, drought, insects, or plant-bed disease, the applicable notation "flood," "hail," "drought," "insects," or "plant-bed disease" shall be entered above the name of the crop in line 1, column b, c, or d, Section 8 of Form 502.

C. Farms for which Form 509 shall be prepared. Form 509 shall be prepared for each farm in the county for which a properly executed work sheet was filed in the county office prior to March 1, 1941, under the 1941 (or a previous) Agricultural Conservation Program, except that if a person files an application with respect to one farm in the county it will be necessary to prepare Forms 509 so that he may also file at the same time an application with respect to all other farms in the county on which he has an interest in 1941 in any crop or on which he carried out an approved soil-building practice during the 1941 program year. Where, because of this requirement, an application is executed for a farm with respect to which it is known that no payment will be made the words "No payment" followed by a notation properly explaining the reason why no payment will be made, should be prominently written across the face of the application. A "No payment" application need not be signed by any interested person who is not filing an application with respect to any other farm in the county but must be otherwise complete and must be signed by the Secretary of the county agricultural conservation association (herein referred to as association secretary) and by a member of the county committee.

D. Corrections on Forms 509. Any corrections in the data on Form 509 shall be made by drawing a line through the original entry (which must remain legible) and entering the correct data immediately above or beside the original entry. Such correction must be initialed by the county committeeman whose signature appears in line 27 of the application, except that if such committeeman is not readily available for the purpose of initialing the correction, the correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature below the signature of the first committeeman who signed.

PART II. PREPARATION OF FORM 509

Form 509 shall be prepared in quadruplicate and the entries thereon shall be typed or entered with indelible pencil. Care shall be taken in the preparation of Form 509 to see that the carbon impressions on all copies are legible.

The entries to be made in the county office and by the applicants on Form 509 have been indicated by broken lines. Where a space has been indicated for a county office entry of basic data that is not applicable to the farm in question, no entry shall be made unless an entry or "0" or "None" has been entered in the corresponding space on Form 502.

A. Heading. Enter the State and county code, the farm serial number, and the name of the county from the corresponding Form 502. Make no entry in the space for transmittal number.

B. Basic data - Line 1, column A. Enter the acreage figure, if any, shown in the box in line 1b, column a, Section 8 of Form 502.

If a check has been entered in, or immediately to the right of the box in line 1a, Section 8 of Form 502, no entry with respect to the acreage devoted to designated uses need be made above line 1, column A of Form 509.

If a check has not been entered in line 1a, column a of Form 502 and a check appears immediately to the right of the box in line 1b, column a, Section 8 of Form 502, indicating that the farm was not operated due to flood or drought, enter the applicable word "Flood" or "Drought" above line 1, column A of Form 509 and attach the original and one copy of a statement, signed for the county committee by one of its members, setting forth the facts on which the committee made its determination that the provisions of paragraph C of 1941 General Letter No. 1 are applicable in the case.

If a check has been entered in line 1c, column a of Section 8, Form 502, and a check has not been entered to the right of the box in line 1b, column a, enter the words "Not operated" above line 1, column A of Form 509.

For farms for which a celery allotment is established in Manatee, Marion, Palm Beach, Sarasota, and Seminole Counties, also enter the words "Green manure crop disced or plowed" followed by the acreage, if any, appearing in the heading of column a, Section 2 of Form 502. If there is no acreage of green manure crops on the farm, a zero shall be entered.

Line 1, columns C and D. Enter the names of the special allotment crops, if any, other than cotton, from line 1, Section 8 of Form 502.

Lines 2, 3, and 4, columns B, C, and D. Make entries in these lines to correspond with the entries, if any, for the applicable crops for which data are listed in columns b, c, and d, of Section 2, Form 502.

If the notation "Flood" or "Drought" has been entered immediately to the right of the name of the crop in lines 3, 4, or 6, column a, Section 2, of Form 502 make the same notations above the acreage entry for the crop in line 2, of column C or D of Form 509. If the notation "Flood", "Drought", "Hail", "Insects", or "Plant-bed diseases" has been entered above the name of the crop in line 1, Section 8 of Form 502, the same notation shall be made above the heading of the respective column B, C or D of Form 509.

Lines 2 and 3, column A. (Applicable only to farms in Leon and Jefferson Counties for which total depleting allotments are established.)

Line 2, column A. Enter from line 15, column c, Section 2, Form 502.

Line 3, column A. Enter from line 7, column a, Section 2, Form 502.

C. Soil-building practices - Lines 3 through 9, column E and F, and line 10, column F.

Enter from lines 23 through 29, columns b, e, f, h, k, and l, Section 5 of Form 502.

If "X" has been entered after a practice number in Section 5 of Form 502 (indicating that the practice was carried out with conservation materials or services furnished by the AAA) an "X" must also be entered following the practice number on Form 509. (Notes: It is required that separate entries be made in columns E and F for those practices which were carried out with materials and services furnished by the AAA and for practices carried out with materials and services privately furnished even though the same practice is involved.)

For farms for which credit is given under practice number 1(a), 1(b), 1(c), or 1(d), both the quantity of material applied and the acreage on which the material was applied shall be entered in the "Extent" column and the acreage figure shall be enclosed in parentheses.

In any case where the farm includes any land owned by an agency of the United States Government and acquired for conservation purposes or for

permanent ownership, no payment will be made for seeding, developing, renovating, or reseeding pastures, or for planting, maintaining, or improving a stand of forest trees on noncropland. These practices carried out on noncropland owned by an agency of the Government shall not be listed on the application for payment.

In cases where no soil-building practice was carried out on the farm in 1941, the word "None" must be entered in line 10, column F of Form 509.

D. Erosion-resisting acreage - Line 12, column F. Enter the acreage figure shown in line 37, column f, Section 6 of Form 502. (Not applicable to farms in Leon and Jefferson Counties, or to farms in other counties on which no special allotment other than for commercial vegetables is established.)

E. Sugarcane for sugar - Line 1, column GH. (Applicable only to applications submitted from Glades, Hendry, Indian River, and Palm Beach Counties.) Enter the acreage figure shown in line 1, column c, Section 2 of Form 502.

F. Soil-building allowance data - Lines 2, 3, and 4, column I. Enter from lines 16, and 18, column a, and line 20, column b, Section 4 of Form 502.

G. Deduction for failure to maintain practices carried out under previous programs - line 13, column I. Enter the amount of deduction set forth in the county committee's statement regarding failure to maintain practices prepared in accordance with the provisions of paragraph 6, Section B, Part I of these instructions.

H. Names and addresses of interested persons - Lines 14, 15, 18, 19, 22, and 23, column A. Enter from line 2 and succeeding lines, column a, Section 8 of Form 502.

It is assumed in this connection that the names of the landlords (except those who rent their entire farm for cash, standing, or fixed rent), tenants, and sharecroppers entered in line 2 and succeeding lines, column a of Form 502, are those persons who are entitled, at the time of harvest, to share in the proceeds of one or more of the crops listed in line 1, columns b, c, or d, thereof, or who have participated in carrying out one or more approved soil-building practices on the farm in 1941. If the county committee determines, however, that one or more of the persons originally shown on the Form 502 are not, at the time of harvest, entitled to share in any such crop, and have not participated in carrying out approved soil-building practices on the farm, the names of such persons shall be stricken through (so as to remain legible) on the Form 502.

If any producer is determined to have knowingly overplanted the farm cotton acreage allotment on any farm, the notation "Knowingly overplanted" shall be entered in the space immediately following his name on all Forms 509 on which his name appears.

As to what is meant by the term "at the time of harvest" in cases of sale, abandonment, or loss of control by legal process, the following interpretation shall be observed:

In cases where, through sale or legal process a landlord, tenant, or sharecropper loses his interest in a crop prior to or during harvest, but retains, for the remainder of his tenure under the lease or operating agreement, his position as a producer on the farm on which the crop was grown, and in cases where a tenant or sharecropper abandons a crop which has failed, such person will be entitled to all of the payment, and subject to any deduction, computed with respect to his interest in such crop.

If a landlord, tenant, or sharecropper loses his interest in a crop through sale or legal process and also relinquishes his position as a producer on the farm, or if a tenant or sharecropper abandons a crop the yield of which justifies the harvest thereof, his successor-in-interest will be entitled to all of the payment, and subject to any deduction, computed in connection with such interest, except that, if the loss of or abandonment of such interest and relinquishment of the position of producer takes place after the beginning of and before the completion of harvest, the payment or deduction will be divided between the original producer and his successor-in-interest in the proportion that such persons share in the crop, or proceeds thereof, harvested from the acreage in question.

The name of a landlord (if other than the operator) shall be followed by the notation "(LL)", and the name of an operator shall be followed by the notation "(OP)." Where a tenant-operator is a cash, standing-rent, or fixed-rent tenant, this fact shall be noted in parentheses following his name.

If there are more than three interested persons, Form SR-510, "Continuation Sheet For Application For Payment", will be used. Each such continuation sheet must be properly identified by the State and county code and farm serial number and securely attached to the related Form 509.

Death or incompetence. If a person who otherwise would have shared in the payment dies or becomes incompetent before Form 509 is executed by him, the name to be entered on Form 509 will be the applicable one of the following:

- (1) If the person is deceased and an executor or administrator has been appointed to administer his estate, the name of the representative and of the decedent's estate shall be entered.
(Example: "John H. Doe, executor (or administrator) of the estate of Edward Doe, deceased.")

- (2) If the person is deceased and no executor or administrator has been appointed (and none is likely to be appointed in the near future), the names of all the heirs of the decedent shall be entered unless such heirs wish to designate a trustee to execute the application for them and receive payment on their behalf. In the latter event, the name of the trustee shall be entered.

(Examples: "W. R. Roe, Mary E. Roe, and Edward J. Roe, all the heirs of Richard Roe, deceased," or "W. R. Roe, trustee for all the heirs of Richard Roe, deceased," or if there is only one heir "J. T. Doe, sole heir of W. T. Doe, deceased."

- (3) If the person is incompetent, the name of his guardian (or committee) and of his estate shall be entered.

(Example: "John H. Doe, guardian (or committee) of the estate of Edward Doe, incompetent.")

I. Shares of special crops - Lines 14, 18, and 22, columns B, C, and D. Enter from lines 2a and succeeding lines, columns b, c, and d, Section 8 of Form 502.

If the acreage planted to cotton on the farm is less than 80% of the cotton allotment and the acreage planted to cotton on the farm by one or more producers is not substantially proportionate to the acreage normally planted to cotton on the farm by such producer the cotton payment for the farm may be divided among the persons who are or would be entitled to receive a share of the cotton which was or would have been grown on the farm on the basis of the acreage shares to which such producers would have been entitled had the entire acreage in the allotment been planted to cotton in 1941, provided that all producers on the farm agree in writing to such division. The agreement of each producer will be signified by his signature on the application for payment, or on a statement attached thereto bearing the acreage share so determined for each producer on the farm. If all interested producers do not agree in writing to a division of the cotton payment on the basis of the acreage shares to which such producers would have been entitled had the entire acreage in the allotment been planted to cotton in 1941, planted acreage shares shall be used.

The provisions of the foregoing paragraph are not applicable to a farm (a) on which there is only one producer unit with respect to cotton in 1941, or (b) unless the percentage share of the acreage planted to cotton on the farm in 1941 by one or more producers is substantially less than such producer's normal percentage share of the acreage normally planted to cotton on the farm. The normal percentage share of the acreage planted to cotton on the farm for a producer who participated in the production of cotton on the farm in 1939 or 1940, or both, shall be the percentage share determined by dividing the acreage planted to cotton on the farm into his share of the planted acreage in the year in which he participated in the production of cotton on the farm or shall be the average of his percentage shares thus obtained if he participated in the production of cotton on the farm during 1939 and 1940. The normal percentage share for a producer who did not participate in the production of cotton on the farm in either 1939 or 1940 shall be the

percentage share of his predecessor if it can be definitely determined that he replaced a particular producer who participated in the production of cotton on the farm in one or both such years, or if such determination cannot be made the normal percentage share shall be determined by dividing the cotton acreage allotment for the farm into the acreage of cotton on the farm in 1941 from which such producer would have been entitled to the production under the terms of his lease or operating agreement.

The cotton acreage share so determined for any producer on a farm where less than 80% of the cotton allotment is planted shall in no case be less than his share of the planted acreage in 1941, nor shall the acreage share so determined for any producer be less than the acreage determined by multiplying the allotment by that producer's percentage share of the acreage normally planted to cotton on the farm unless a pro rata adjustment of the acreage shares determined for the producers on the farm in excess of their planted acreage shares is necessary in order that the sum of the acreage shares will not exceed the acreage allotment.

Where the above-stated provisions for dividing the cotton payment are used the operator of the farm shall submit to the county committee his signed statement as to the acreage which each tenant or sharecropper on the farm would under his lease or operating agreement have planted to cotton on the farm in 1941 had the entire acreage in the cotton allotment been planted. A copy of this statement shall be attached to the application. There shall also be attached to the application a statement, signed for the county committee by one of its members, showing for each producer:

- (a) His acreage share of the acreage planted to cotton in 1941;
- (b) His percentage share of the acreage planted to cotton in each of the years 1939, 1940 and 1941; and
- (c) His normal percentage share of the acreage normally planted to cotton on the farm,

except that if such statements were submitted with the 1941 cotton parity application for the farm they need not be submitted with Form 509. In the latter case the cotton acreage shares entered on Form 509 must agree with the shares entered on the 1941 cotton parity application for the farm.

J. Shares of soil-building payment - Lines 14, 18, and 22, column E. Enter from line 2a and succeeding lines; column e, Section 8 of Form 502. If the notation "Actual producer on this farm in 1941" has been entered in columns b, c, and d of Form 502 for a tenant, or sharecropper, the same notation shall be entered in the corresponding space on Form 509.

K. Shares of deduction for failure to maintain practices - Lines 16, 20, and 24, column E. If an amount has been entered in line 13, column I, enter from the county committee's statement regarding failure to maintain practices carried out on the farm under previous programs, that amount of the deduction, if any, to be made from the payment to each producer.

L. Other farms or turpentine places - Lines 17, 21, and 25, column B. For each interested person, enter the word "Yes" or "No," whichever is applicable. "Yes" shall be entered in all cases where it appears in the corresponding space in section 8 of Form 502 and in any other case where it is found that the producer is interested in one or more farms or turpentine places in any other county in the State (or, if the producer is other than an individual, partnership, or estate, is interested in one or more farms, turpentine places, or ranching units in any other State including Alaska, Hawaii, and Puerto Rico). "No" should never be entered in this space until the applicant himself has indicated that he has no such interest in any other county (or State, if applicable).

Before any Forms 509 are submitted to the State offices, the county office must forward to the State office the multiple farm list certified as correct in accordance with the provisions of Part V of SRB-504 Fla.

M. Conservation materials and services - Lines 17, 21, and 25, column CDE. Enter from line 2b and succeeding lines, columns cde, Section 8, Form 502.

If any part of the material received was not used in carrying out approved practices in 1941 and was in fact misused the committee's statement, prepared in accordance with the provisions of paragraph 8, Section B, Part I hereof, shall be used as the basis for recording separate entries for such part of the material as was misused and for such as was not misused.

N. Assignments - Lines 17, 21, and 25, column FGHI and J. Enter from line 2a and succeeding lines, column f, Section 8 of Form 502. If there is no outstanding assignment the word "None" must be entered.

An assignment shall not be recognized unless the assignee has properly executed Part II of Form ACP-69 showing therein that part of the amount advanced which remains unpaid. If more than one assignment has been made by a given producer with respect to the farm, only the first assignment filed in the county office and remaining unpaid at the time the Form 509 is executed shall be honored.

The amount entered in Part II of the Form ACP-69 must not exceed the amount entered in Part I of that form by more than an amount representing interest charges (at not more than the maximum rate per annum chargeable under the law of the State in which the farm is located) originally provided for in Part I of the form. The county office shall check the amount entered as accrued interest in Part II of the form, to determine that such amount was computed at a rate of interest per annum not in excess of that specified in Part I of the Form ACP-69 and for a period not exceeding that during which the amount advanced remained unpaid, and extending to a date not later than that on which Part II of the form was executed.

An assignment of a 1941 agricultural conservation payment will not be recognized unless Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association not later than October 31, 1941, or the date on which application for the payment is filed, whichever

is the earlier, except that where Part I of Form ACP-69 is executed to secure payment for advances made in connection with carrying out soil-building practices after October 31, 1941, the assignment may be recognized if Part I of Form ACP-69 is executed and filed in the office of the county agricultural conservation association prior to the close of the 1941 program year or the time when application for the payment is made, whichever is the earlier. In such cases the application for payment must show approved practices carried out by the producer or a statement must be attached signed by a county committeeman explaining why no practice was carried out.

Part II of Form ACP-69 is not acceptable unless executed not more than 60 days prior to the date on which the application for payment is filed in the county office unless the date in Part II is subsequent to November 15, 1941. The Form ACP-69 shall be attached to the Form 509 for submission to the State office.

If there is no outstanding assignment, the word "None" shall be entered.

PART III. FILING FORMS 509

A. Signatures of interested persons - Lines 16, 20, and 24, Column A. Each applicant should familiarize himself with the provisions of Section 1, since they constitute the representations upon which he is basing his claim for payment. After all necessary data have been entered thereon the signature of each applicant shall be affixed on the original Form 509 in ink or indelible pencil. Signatures on the application should be in the style set forth in ACP-16, "Instructions on Signatures and Authorizations", which is hereby made a part of these instructions. Under no circumstances shall a producer be requested or allowed to sign an application in blank. The producer's signature must agree with his name as it appears in line 14, 18, or 22, and must be in the original handwriting of such producer. (In case a duly authorized representative has been appointed in writing in accordance with existing procedure (Form No. AAA-379, 380, 381, or 382, or equivalent) or by a court (as, for example, an administrator, executor, or guardian) such representative shall show for whom he acts, sign his own name and show the capacity in which he acts.) Traced signatures, carbon impressions, and facsimile signatures on the original Form 509 are not acceptable, but carbon impressions are acceptable on the copies of the form.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative capacity has the authority so to act, and the signing of Form 509 by a member of the committee shall constitute the certification of such committee that each person who signs the form in a representative capacity does possess the necessary authority. In the event the members of the committee do not have personal knowledge that each such person has proper authority, they shall require such person to submit evidence of his authority. (See ACP-16 and Forms No. AAA-379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power-of-attorney or other authorization on the applicable AAA form or other form be secured for substitution

unless the power-of-attorney or other authorization now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the Form 509 when it is submitted to the State office for payment.

If any interested person who otherwise would share in the payment refuses to sign the Form 509, a statement by such person, setting forth his reason for refusing to sign, should be attached to the Form 509. If such statement cannot be obtained, there shall be attached to the Form 509 a statement signed by a member of the county committee or by the association secretary indicating the efforts which have been made to secure the signature and statement of such producer and the reason for his refusal to sign the application or make the statement. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign shall be entered on the Form 509 in the space where his signature would otherwise have been affixed and such entry shall be initialed by a member of the county committee or by the association secretary.

The signature of a witness is required only where the signature of the producer is affixed by mark, printed, or signed in foreign script. Each such signature must be witnessed by a disinterested person.

B. Date filed - Line 27. Enter the date on which the signed application is filed in the county office. This will be the date on which the applicants affix their signatures in those cases where they come to the county office to sign the application. Where all applicants do not sign the application on the same date, the date to be entered will be the latest date on which the signature of any applicant is affixed. Where the application is taken out or mailed out of the county office for signatures, the date the signed application is returned to the county office or, if returned by mail, the date of the postmark on the envelope, will be considered as the date of filing.

C. Closing date for filing original applications. Each original application must be properly signed by the interested persons and filed in the county office on or before March 31, 1942.

D. Supplemental applications. In cases where a producer fails to sign the original application, payment may be made later to such producer if, within the time limit for accepting original applications, he submits an application on a supplemental Form 509 properly executed by him. The basic data on the supplemental Form 509 must be identical with those on the original application, except that the letters "Supp." should appear in the upper right corner immediately following the farm serial number. The supplemental Form 509 need not include the acreage or percentage shares or the signatures of any producers other than those applying for payment on the supplemental application, but must be signed by the association secretary and a member of the county committee.

PART IV. APPROVAL OF FORMS 509

A. Approval by county committee - Line 27. Each member of the county committee should carefully study the certifications set forth in Sections 1 and 2 of Form 509, in order that he may clearly understand the representations of the applicants and the responsibility of the committee in approving applications for payment. If the county committee finds that the data on Form 509 have been correctly entered and that the person(s) making application for payment are eligible under the regulations and instructions to receive payment with respect to the farm covered by the Form 509 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The committeeman who signs must not be a near relative of any interested person shown on Form 509 or have any sort of financial interest in the farm covered thereby or in any crop grown thereon.

B. Approval by county association secretary - Line 27. After the application has been approved by the county committee, it shall be turned over to the association secretary for his consideration and approval. The county committee may from time to time designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents in lieu of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and forwarding the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the files of the association.

PART V. FORM SR-521, "MULTIPLE-FARM REPORT"

A. Preparation of Form 521. Before any application is submitted to the State office for a producer for whom a word "Yes" is entered in column B, Section 3 of Form 509, a Form SR-521, "Multiple-Farm Report" (herein referred to as Form 521), shall be executed and attached to one of the applications of the multiple group. All applications shown on the Form 521 shall be listed on the same Form SRS-6 and shall be submitted to the State office at the same time.

In those cases where a producer for whom a Form 521 is prepared has been found to have knowingly overplanted cotton in 1941 on any farm, the notation "Knowingly overplanted" shall be entered on Form 521 following the serial number of the farm.

Form 521 is to be executed in duplicate in accordance with the following instructions:

NAME OF COUNTY: Enter the name of the county.

NAME OF STATE: Enter the name of the State.

NAME OF PRODUCER: Enter the name of the producer as it appears on the Forms 509, except that the surname shall be shown first.

MAILING ADDRESS OF PRODUCER: Enter the full mail address of the producer as it appears on the Forms 509.

Lines 1 through 15, columns A and B, Section 3. Enter in numerical sequence the serial numbers of all farms listed opposite the name of the respective producer from Form Fla.M-1, "Multiple Listing Sheet," except those serial numbers enclosed in parentheses. The serial numbers of those farms for which a net deduction will be computed in 1941 shall be listed in column B and the remainder of the farm serial numbers shall be listed in column A.

A definite procedure should be worked out in each county office for distinguishing applications involving a net payment from those which involve a net deduction, in order that no serial number may ever be entered in column A of Form 521 for a case which actually involves a net deduction. This means that one or more persons in the county office must understand exactly how to compute payments and deductions.

If the producer is shown on the "special turpentine list" as being interested in any turpentine place(s) in the county, the notation "Turpentine places" shall be entered below the last farm serial number entered in Column A of Form 521.

Conservation materials - Lines 1 through 15. Enter an "X" in the column headed CM following the serial number in column A or B for each farm on which conservation materials or services were furnished to the producer.

Other counties or States - Lines 11 through 15, column C. Enter the name of every other county in the State in which the producer has an interest in any farm or turpentine place (and the names of every other State -- including Alaska, Hawaii, and Puerto Rico -- if the producer is other than an individual, partnership, or estate,) in which the producer has an interest, in any farm, turpentine place or ranching unit with respect to which he will file an application for payment under the applicable 1941 program. This information is necessary for purposes of applying the \$10,000 limitation in payment, and therefore must be called specifically to the attention of each producer.

B. Signature of producer. The attention of the producer should be called specifically to the representations on the reverse side of Form 521, since they become such producer's own statements when he signs the Form 521.

The signature of the producer shall be affixed in the same manner as on the applications for payment, and the date thereof shall be entered in the space provided. The rules governing signatures on the applications for payment are also applicable to those on Form 521. Where a producer's signature is made by mark, the signature of the witness shall be affixed in the space provided immediately below.

C. Approval by county committee. The county committee should carefully study the certificate on the reverse side of Form 521, in order that it may clearly understand its responsibility in approving the form.

If the county committee finds that the information entered on Form 521 is correct, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided. The signature of the committeeman constitutes a certification that the committee has found that any person signing the Form 521 in a representative capacity has the necessary authority so to act. The date of the committeeman's signature shall be entered in the space provided.

D. Corrections on Form 521. Any correction in the serial numbers in column A or B or in the columns headed C.M. or in the names of counties or States in column C of Form 521 should be made by drawing a line through the original entry (leaving it legible) and entering the correct data immediately above or beside the original entry. Any such correction should be initialed by the committeeman whose signature appears in section 3 of Form 521. If, however, such committeeman is not readily available to initial the correction, the correction may be initialed by another member of the county committee, provided the committeeman who initials the correction also affixes his signature below the signature of the first committeeman who signed.

PART VI. COUNTY OFFICE REVIEW

One or more competent county office employees shall be designated to review data listed on Forms 509 and 521 after all entries are completed thereon. This review shall include but shall not be limited to a check of the data listed thereon against the applicable supporting forms and shall include a visual inspection of the forms as a whole to determine whether or not any data have been omitted or are incorrectly entered. If this person finds the application to be correct in every detail he shall enter his initials in the space provided in Line 26, Column A.

PART VII. TRANSMITTAL TO STATE OFFICE

Forms 509 shall be listed on Form SRS-6, "Transmittal Sheet" (Forms SR-415 shall be used for this purpose until the supply is exhausted), for submission to the State office. Applications suspended by the State office shall be resubmitted along with regular applications in the usual manner.

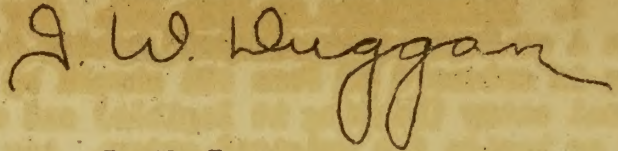
Supplemental and adjustment applications together with applications suspended by the General Accounting Office shall not be listed on a transmittal with regular applications but shall be submitted by letter as has been the case in the past.

Form 521 for a producer must be submitted to the State office at or prior to the time the first Form 509 for the producer is submitted.

The original and all copies of Forms 509 and 521 together with the original of Forms ACP-64 Revised, ACP-69, ACP-119, where applicable, and ACP-128, if any, and the original and one copy of any supporting statements are to be submitted to the State office. The county office copy and the producer's copy of the application together with Form ACP-69 will be returned to the county office after the application is certified for payment.

If it is discovered, after the Form 521 is submitted to the State office, that an error was made in the preparation thereof, a revised Form 521 should be executed and submitted by letter to the State office immediately. Such Form 521 must be complete in every detail and must contain the notation "Revised" above the words "Multiple-Farm Report" in the heading of the form.

Issued October 10, 1941, with the approval of the Acting Administrator.



I. W. Duggan,
Director, Southern Division

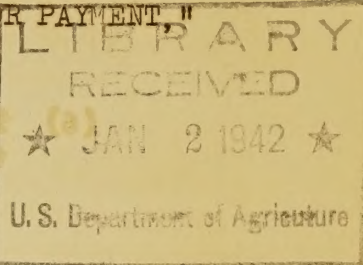
Issued December 11, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN REGION BULLETIN 505B, Fla.

INSTRUCTIONS FOR FILLING OUT FORM SR-509, "APPLICATION FOR PAYMENT,"
AND FORM SR-521, "MULTIPLE FARM REPORT"

(For farms in Florida)



SRB-505B, Fla. is amended as follows:

- (1) The word "is" in the first line of the last paragraph beginning on page 5 is hereby deleted.
- (2) The first sentence in the second paragraph of item 13, Section B, Part I (page 9) is hereby amended to read as follows:

"After the determination has been made the statement filed by the operator shall be kept as a permanent record in the county office and Form 502 shall be completed by entering the share of the allotment for each producer opposite his name in the (a) part of lines 2 and succeeding lines, in the applicable column b, c or d."

- (3) The third paragraph beginning on page 11 is amended to read as follows:

"Lines 2, 3 and 4, columns B, C and D. Make entries in these lines to correspond with the entries, if any, for the applicable crops for which data are listed in columns c, d, and e, of Section 2, Form 502."

- (4) The heading and first paragraph of Section C, Part II (page 11) is amended to read as follows:

"C. Soil-building practices

Lines 3 through 9, column E

Enter from lines 23 through 28 columns b, c, h and k, Section 5 of Form 502.

Lines 3 through 9, column F

Enter from lines 23 through 28, columns a and g, Section 5 of Form 502.

Line 10, column F

Enter from line 29, column 1, Section 5 of Form 502."

- (5) The last sentence in the second paragraph beginning on page 15 is amended to read as follows:

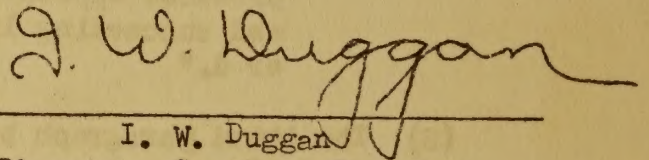
"In all cases the cotton acreage shares entered on Form 509 must agree with the shares entered on the 1941 cotton parity application for the farm."

- (6) The first sentence in Section D, Part III (page 18) is amended to read as follows:

"In cases where a producer fails to sign the original application, payment may be made later to such producer if, within the time limit for accepting supplemental applications, he submits an application on a supplemental Form 509 properly executed by him."

- (7) The second paragraph beginning on page 20 is hereby deleted.

Issued November 11, 1941, with the approval of the Administrator.



I. W. Duggan
Director, Southern Division